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ABSTRACT

These training minicourse materials include class schedules, a description of class composition, class outlines, and a list of handouts for using AppleWorks database applications with the Apple IIGS computer in language arts, social studies, and science. Classes for each content area include introductions to the Apple IIGS computer, to the AppleWorks program, and to databases. For each of the content areas, information is provided on collecting information for a database and building, storing, arranging, and printing the database. Also included is information on interpreting database prints and curriculum extensions. Handouts include step-by-step directions with diagrams of the screen display for: (1) formatting blank disks; (2) constructing database files; (3) printing database files; (4) exercising database print options; and (5) obtaining help with database files. The following subject area handouts are also included: (1) "First Grade Science and Apples"; (2) "Studying the Chemistry of Fire, Air Composition, and Atmosphere"; and (3) "Chemistry for Kids. Generating Carbon Dioxide in Elementary School Chemistry and Using a Computer To Write about It." (GL)

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ED314009

LANGUAGE ARTS, SOCIAL STUDIES AND SCIENCE

APPLE II GS COMPUTER APPLEWORKS DATA BASE TRAINING MINI COURSE

U.S. DEPARTMENT OF EDUCATION
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PROGRAM DESCRIPTION

This is a one day, over the shoulder training course which introduces students to the Apple GS computer, data base portions of the AppleWorks program (Version 2.0 of the AppleWorks program is used) and provides them with experience using the data base in three separate curriculum areas: (1) science; (2) language arts, and; (3) social studies. It is intended for small groups (6 or less per group) of inservice elementary school teachers each of whom has use of a computer during each class. There are two one and one-half hour classes and one two hour class during the course. Each participant attends each class. It accommodates various levels of experience. In addition, individuals without experience using the Apple GS computer are encouraged to attend. Emphasis is placed upon student success in a "hands-on" environment. Upon completion of the program, attendees should be able to:

1. ACCESS previously saved files.
2. SETUP new data base files.
3. PRINT data base files as tables and labels using various print options.
4. SAVE data base files.
5. INSERT data in data base files.
6. ARRANGE data base files on various categories or fields.
7. MOVE information from data base files to word processing files.
8. CHANGE file names.
9. MOVE information from one data base file to another data base file.
10. USE delete, find, copy, yank, insert and other functions.

CLASS SCHEDULE

The first class of the morning meets for two hours while the remaining two classes meet for 1 and 1/2 hours each. A common base is established in the first class for the remainder of the day. The "a, b," and "c" portions of each class schedule are conducted during the first class of the morning only (see class schedules 1, 2 and 3 below) as well as the "d" portion. The "d" portion of each class schedule is the only part conducted during classes 2 and 3. The classes are divided numerically by meeting time and alphabetically by subject, the first class of the day providing attendees a common base with the computer and computer program for use during the remainder of the workshop day.

CLASS SCHEDULE BY TIME

1. Class 1 0800 - 1000

2. Class 2 1030 - 1200

3. Class 3 1300 - 1430

CLASS SCHEDULE BY SUBJECT

1. CLASS A - LANGUAGE ARTS

    a. Introduction to the Apple IIGS Computer.
    b. Introduction to AppleWorks.
    c. Introduction to Data Base.
    d. Using Data Base in Language Arts.

2. CLASS B - SOCIAL STUDIES

    a. Introduction to the Apple IIGS Computer.
    b. Introduction to AppleWorks.
    c. Introduction to Data Base.
    d. Using Data Base in Social Studies.

3. CLASS C - SCIENCE

    a. Introduction to the Apple IIGS Computer.
    b. Introduction to AppleWorks.
    c. Introduction to Data Base.
    d. Using Data Base in Science

CLASS COMPOSITION

Each participant will have the sole use of a computer during class sessions. Class size is determined by the number of computers that are available but limited to 4 to 6 attendees each.

CLASS OUTLINES

1. Class A: Introduction to the Apple IIGS Computer, AppleWorks Data Base and Using Data Base In Language Arts. This schedule will be altered based upon the backgrounds of the attendees.

    a. Introduction to the Apple IIGS Computer.

        (1) Computer parts.
        (2) Turning on the computer.
        (3) Turning on the monitor.

    (4) Turning on the printer.
    (5) Loading the AppleWorks program.

        (a) Disk drive slot assignments.
        (b) Turning on the machine method.
        (c) OPEN-APPLE-CONTROL-RESET method.

  b. Introduction to AppleWorks.

    (1) Cursor types (OPEN-APPLE-E).
    (2) Reading the screen.
    (3) Main Menu.

        (a) Formatting blank data disks.

            i. Other Options menu.
            ii. Naming the volume.

        (b) Selecting disk drive slots.
        (c) Setting up files.

  c. Introduction to data base.

    (1) Naming files and file libraries.
    (2) Opening files.
    (3) File storage (OPEN-APPLE-S).
    (4) File printing (OPEN-APPLE-P).

  d. Using data base in language arts.

    (1) Collecting information for a data base.
    (2) Building a data base.
    (3) Storing the data base.
    (4) Arranging the data base (OPEN-APPLE-A).
    (5) Printing the data base.
    (6) Interpreting data base prints.
    (7) Curriculum extensions.

2. Class B: Introduction to the Apple IIGS Computer, AppleWorks Data Base and Using Data Base In Social Studies. This schedule will be altered based upon the backgrounds of the attendees.

  a. Introduction to the Apple IIGS Computer.

    (1) Computer parts.
    (2) Turning on the computer.
    (3) Turning on the monitor.
    (4) Turning on the printer.
    (5) Loading the AppleWorks program.

        (a) Disk drive slot assignments.
        (b) Turning on the machine method.
        (c) OPEN-APPLE-CONTROL-RESET method.

b. Introduction to AppleWorks.

    (1) Cursor types (OPEN-APPLE-E).
    (2) Reading the screen.
    (3) Main Menu.

        (a) Formatting blank data disks.

            i. Other Options menu.
            ii. Naming the volume.

        (b) Selecting disk drive slots.
        (c) Setting up files.

c. Introduction to data base.

    (1) Naming files and file libraries.
    (2) Opening files.
    (3) File storage (OPEN-APPLE-S).
    (4) File printing (OPEN-APPLE-P).

d. Using data base in social studies.

    (1) Collecting information for a data base.
    (2) Building a data base.
    (3) Storing the data base.
    (4) Arranging the data base (OPEN-APPLE-A).
    (5) Printing the data base.
    (6) Interpreting data base prints.
    (7) Curriculum extensions.

3. Class C: Introduction to the Apple IIGS Computer, AppleWorks Data Base and Using Data Base In Science. This schedule will be altered based upon the backgrounds of the attendees.

a. Introduction to the Apple IIGS Computer.

    (1) Computer parts.
    (2) Turning on the computer.
    (3) Turning on the monitor.
    (4) Turning on the printer.
    (5) Loading the AppleWorks program.

        (a) Disk drive slot assignments.
        (b) Turning on the machine method.
        (c) OPEN-APPLE-CONTROL-RESET method.

b. Introduction to AppleWorks.

    (1) Cursor types (OPEN-APPLE-E).
    (2) Reading the screen.
    (3) Main Menu.

- (a) Formatting blank data disks.
  - i. Other Options menu.
  - ii. Naming the volume.
- (b) Selecting disk drive slots.
- (c) Setting up files.

c. Introduction to data base.

- (1) Naming files and file libraries.
- (2) Opening files.
- (3) File storage (OPEN-APPLE-S).
- (4) File printing (OPEN-APPLE-P).

d. Using data base in science.

- (1) Collecting information for a data base.
- (2) Building a data base.
- (3) Storing the data base.
- (4) Arranging the data base (OPEN-APPLE-A).
- (5) Printing the data base.
- (6) Interpreting data base prints.
- (7) Curriculum extensions.

HANDOUTS

1. Directions For Formatting Blank Disks

2. Constructing Data Base Files

3. Printing Data Base Files

4. Exercising Data Base Print Options

5. Obtaining Help With Data Base Files

6. Subject area handouts.

USING APPLEWORKS V2.0 TO CONSTRUCT DATA BASE FILES FOR USE WITH THE APPLE IIGS COMPUTER

FIRST EDITION

By

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INTRODUCTION

"Using AppleWorks V2.0 To Construct Data Base Files For Use With The Apple IIGS Computer First Edition" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one Apple 5 1/4" drive, one Apple 3 1/2" drive and the 2.0 version of the AppleWorks program. The pictures one sees in the Figures shown in this document are those that will be seen when V2.0 of the AppleWorks program is used with the Apple IIGS computer for the construction process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. There may, however, sometimes be slight differences between what one sees on the computer monitor screen and what is seen in this document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.
2. Two disk drives.
3. AppleWorks program V2.0.
4. One data disk.

If this document is to be as it was intended at the time of development, users must know how to turn on the computer.

After using this document, Apple IIGS computer operators should be able to construct data base files using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

S
T
E
P
S

DIRECTIONS

01. Program Loading.

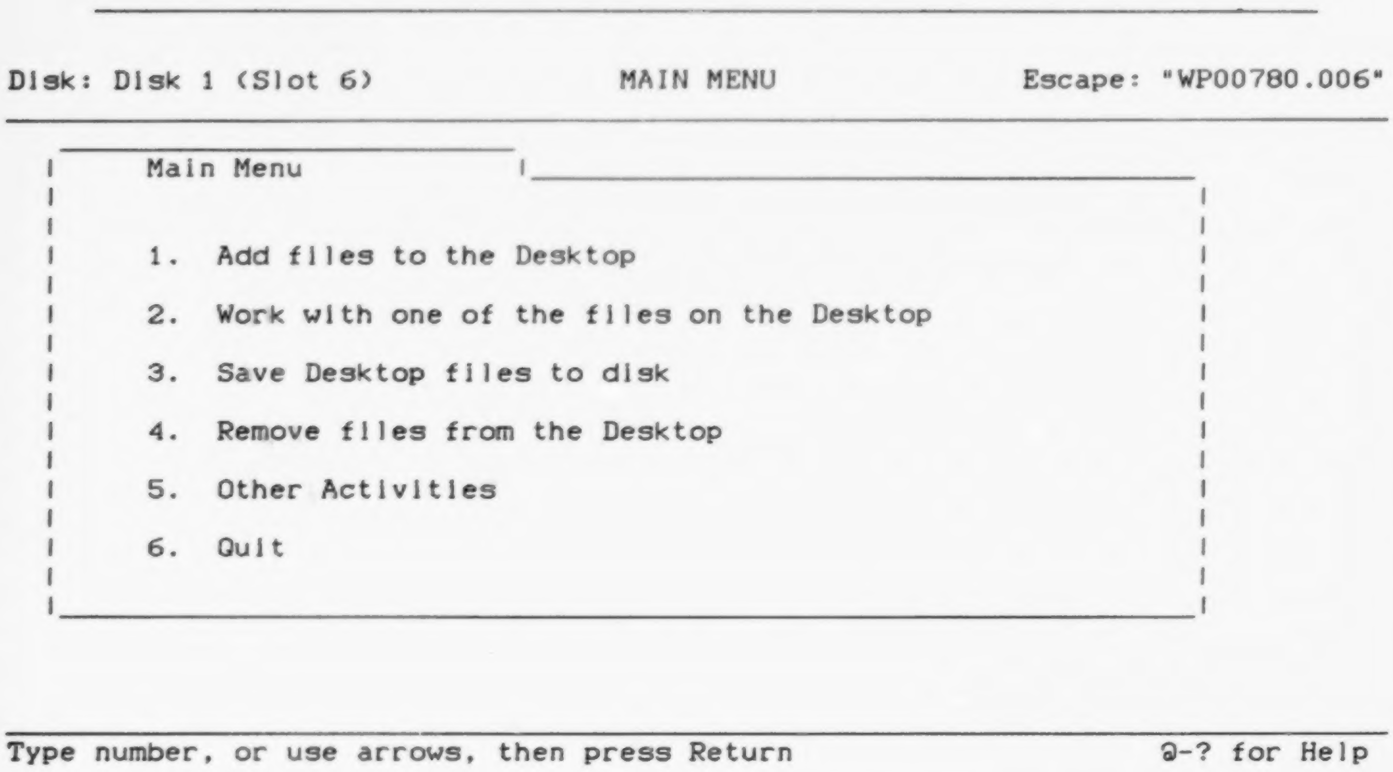
a. Place the AppleWorks program (Version 2.0) in disk drive #1, slot #5 and load the program into the computer. This is generally, the normal configuration of the equipment. If both large (5 1/4") and small (3 1/2") disk drives are used, the small drive is often connected as drive #1 slot 5. If the machine you are using has two 5 1/4" disk drives, and you are unsure of the configuration, place the program in one disk or the other. The computer normally will search both disk drives for a program.

b. Turn on the computer or, if the equipment is already energized:

c. Press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down, press and release the RESET key (directly above the numbers 5 and 6 keys). Then release the OPEN-APPLE and the CONTROL keys.

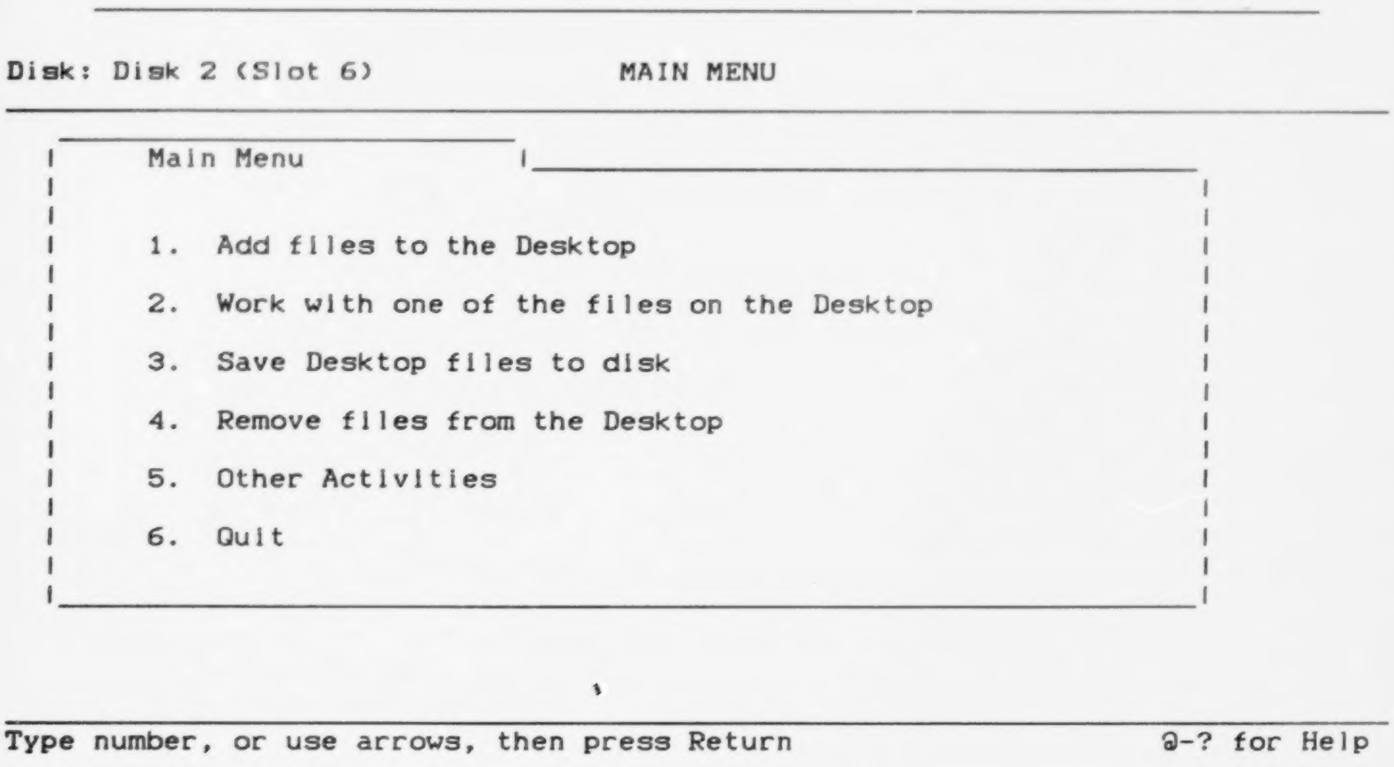
d. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6). If this is the case, proceed to step 05, skipping steps 02 through 04 (see Figure 1).

e. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, you should go on to step 02 (see Figure 2).



```
Disk: Disk 1 (Slot 6)             MAIN MENU           Escape: "WP00780.006"

 |    Main Menu             |
 |                                                                |
 |                                                                |
 |    1.  Add files to the Desktop                                |
 |                                                                |
 |    2.  Work with one of the files on the Desktop               |
 |                                                                |
 |    3.  Save Desktop files to disk                              |
 |                                                                |
 |    4.  Remove files from the Desktop                           |
 |                                                                |
 |    5.  Other Activities                                        |
 |                                                                |
 |    6.  Quit                                                    |
 |                                                                |
 |________________________________________________________________|

Type number, or use arrows, then press Return               @-? for Help
```

Figure 1. The Computer Screen With Disk 1 (Slot 6) Selected.



```
Disk: Disk 2 (Slot 6)                    MAIN MENU

    Main Menu

    1.  Add files to the Desktop

    2.  Work with one of the files on the Desktop

    3.  Save Desktop files to disk

    4.  Remove files from the Desktop

    5.  Other Activities

    6.  Quit

Type number, or use arrows, then press Return              @-? for Help
```

Figure 2. Monitor Screen Showing An Incorrect Disk And Slot.

02. Selecting The Add Files Menu. If the upper left corner of your monitor screen appears differently than the picture shown in Figure 1, select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

```
Disk: Disk 2 (Slot 6)              ADD FILES               Escape: Main Menu
_____________________________________________________________________________
    ________________________
  |     Main Menu            |___________________________________
  |                                                              |
  |   ________________________                                   |
  |  |     Add Files            |________________________________|__
  |  |                                                              |
  |  |                                                              |
  |  |         Get files from:                                      |
  |  |                                                              |
  |  |     1.  The current disk: Disk 2 (Slot 6)                    |
  |  |     2.  A different disk                                     |
  |  |                                                              |
  |  |         Make a new file for the:                             |
  |  |                                                              |
  |  |     3.  Word Processor                                       |
  |  |     4.  Data Base                                            |
  |  |     5.  Spreadsheet                                          |
  |__|                                                              |
     |                                                              |
     |______________________________________________________________|

_____________________________________________________________________________
Type number, or use arrows, then press Return                  504K Avail.
```

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

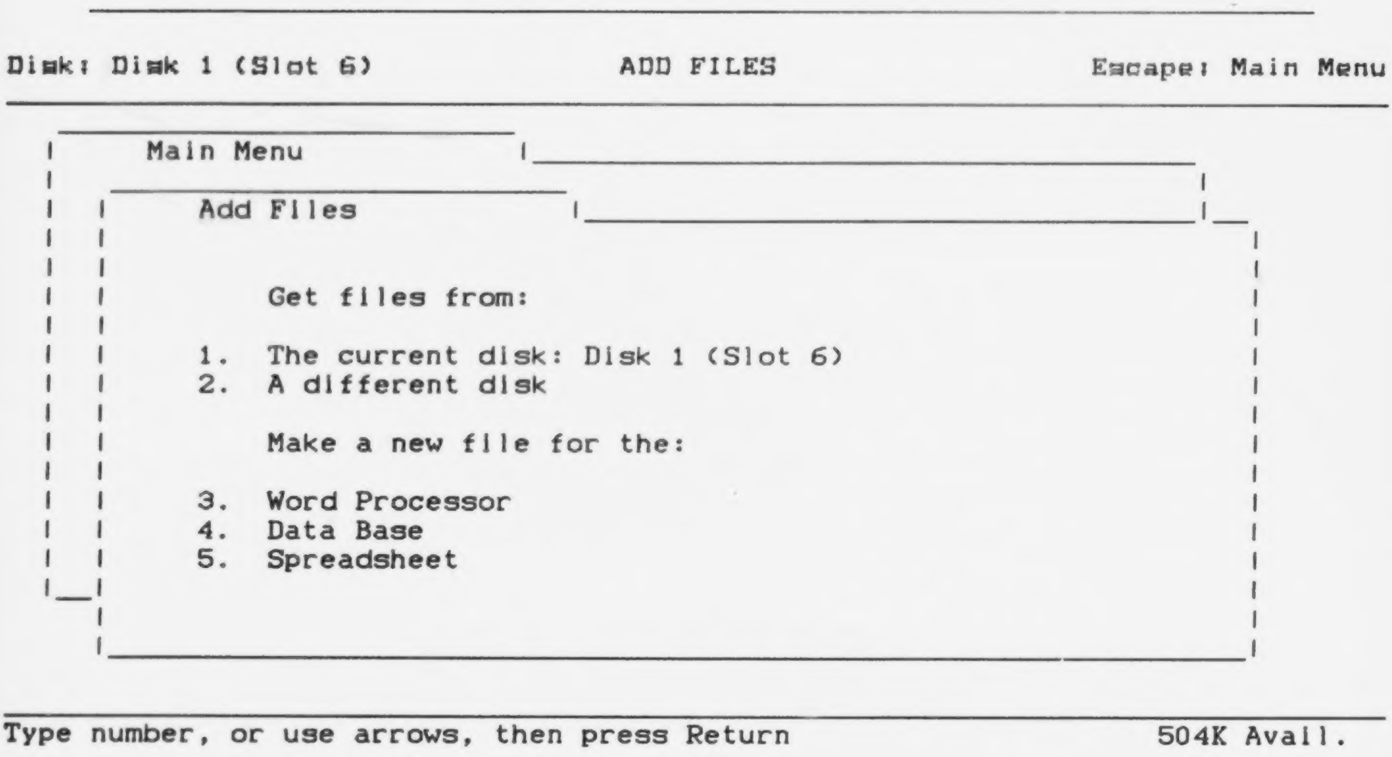
b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

```
Disk: Disk 2 (Slot 6)          CHANGE CURRENT DISK          Escape: Add Files
______________________________________________________________________________
   __________________________
  |     Main Menu            |______________________________________
  |    __________________________                                   |
  |   |     Add Files            |______________________________________|__
  |   |    __________________________                                      |
  |   |   |     Change Current Disk  |_____________________________________|__
  |   |   |                                                                   |
  |   |   |                                                                   |
  |   |   |                                                                   |
  |   |   |                                                                   |
  |   |   |        Disk drives you can use:                                   |
  |   |   |                                                                   |
  |   |   |        1.  Disk 1 (Slot 6)                                        |
  |   |   |        2.  Disk 2 (Slot 6)                                        |
  |   |   |        3.  Disk 1 (Slot 5)                                        |
  |   |   |        4.  Disk 2 (Slot 5)                                        |
  |___|   |        5.  ProDOS directory                                       |
      |   |                                                                   |
      |___|                                                                   |
          |___________________________________________________________________|
______________________________________________________________________________
Type number, or use arrows, then press Return                     504K Avail.
```

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

04. <u>Selecting Disk 1 (Slot 6)</u>.

a. Press the RETURN key once. The screen should have changed following this action so that it appears like the example in Figure 5.



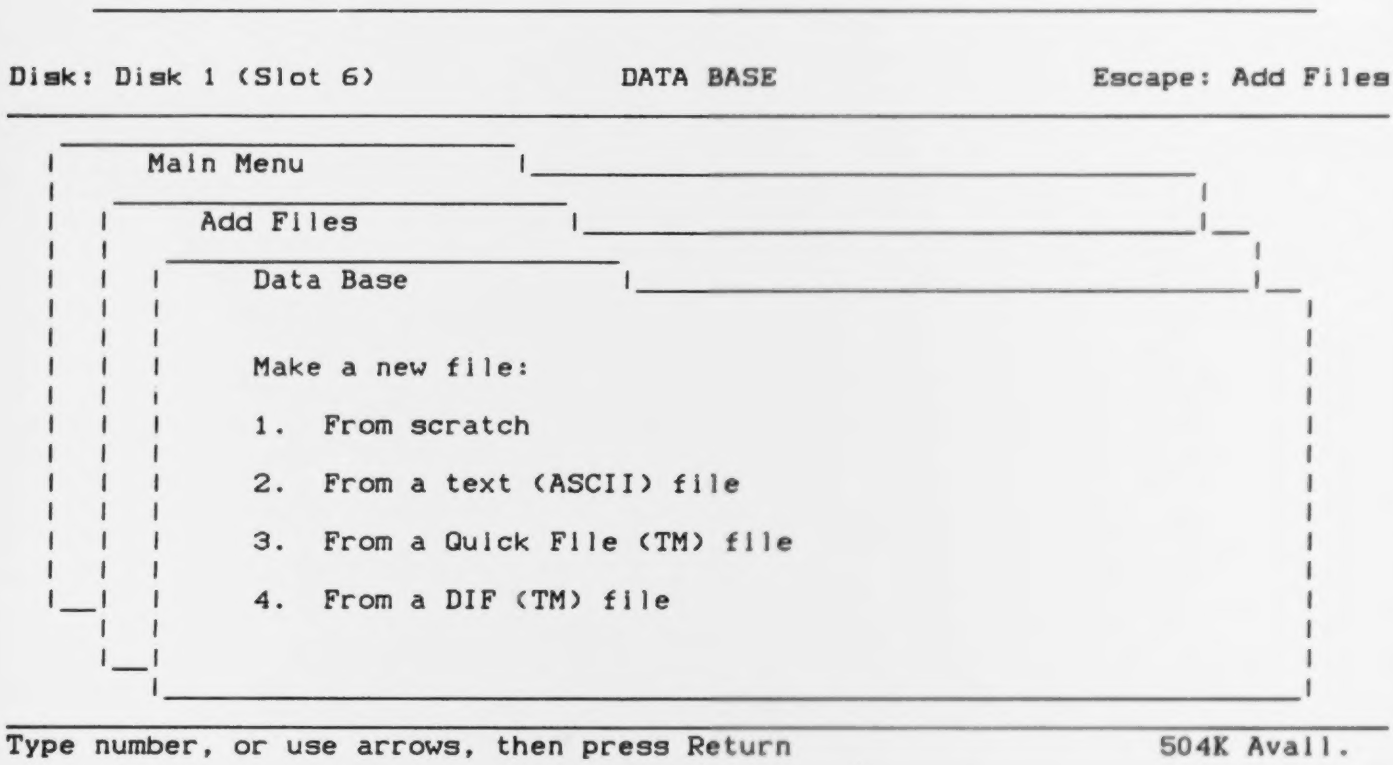
```
Disk: Disk 1 (Slot 6)            ADD FILES            Escape: Main Menu
_________________________________________________________________________
   _______________________
  |      Main Menu        |___________________________________
  |                                                           |
  |  |   Add Files         |______________________________|__
  |  |                                                        |
  |  |                                                        |
  |  |          Get files from:                               |
  |  |                                                        |
  |  |      1.  The current disk: Disk 1 (Slot 6)             |
  |  |      2.  A different disk                              |
  |  |                                                        |
  |  |          Make a new file for the:                      |
  |  |                                                        |
  |  |      3.  Word Processor                                |
  |  |      4.  Data Base                                     |
  |  |      5.  Spreadsheet                                   |
  |__|                                                        |
     |                                                        |
     |________________________________________________________|
_________________________________________________________________________
Type number, or use arrows, then press Return             504K Avail.
```

Figure 5. The Monitor Screen Showing The Add Files Menu After Disk 1 (Slot6).

05. <u>Selecting the Data Base Option</u>.

a. Press the numeral "4" key once.

b. Press the RETURN key once. The combined actions of procedures "a" and "b" will bring you to the "Data Base" menu and the screen will appear as does the picture in Figure 6.

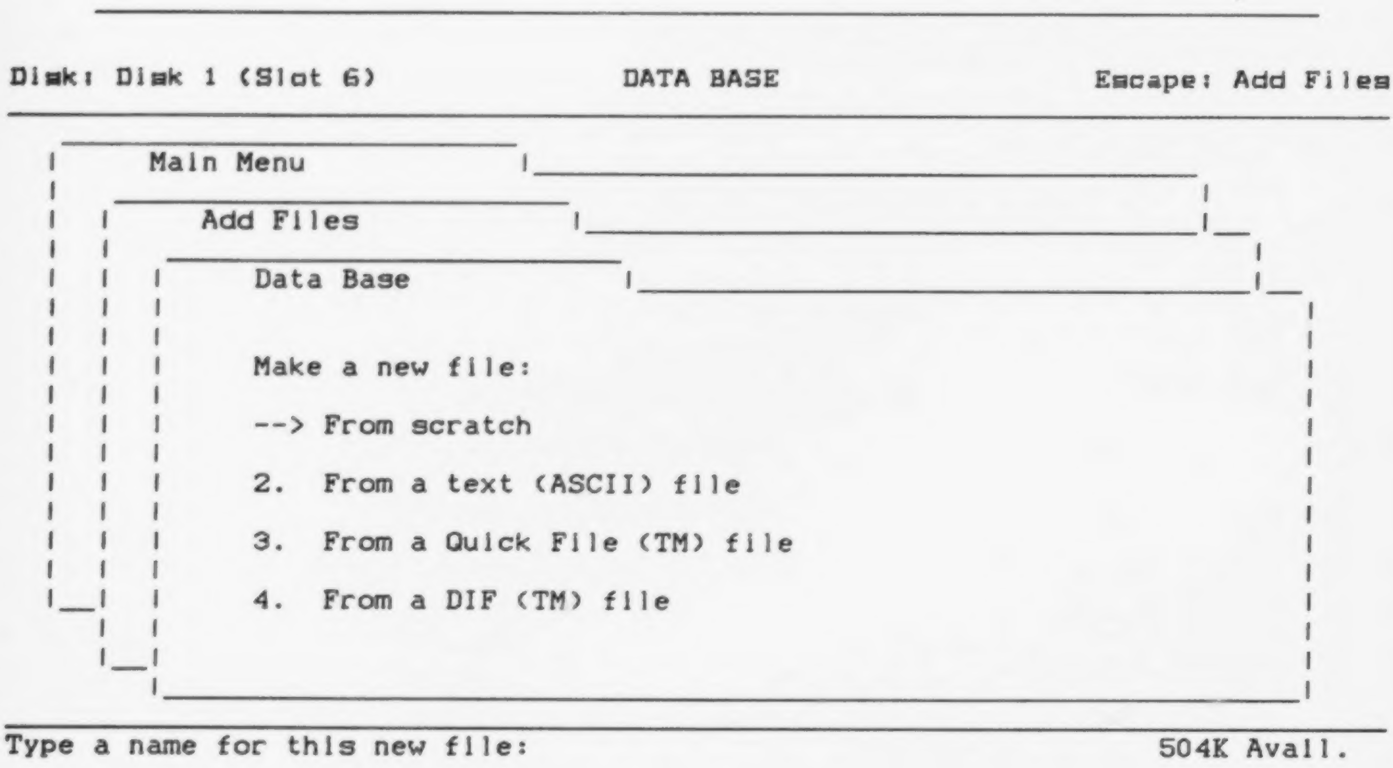


```
Disk: Disk 1 (Slot 6)              DATA BASE              Escape: Add Files

 |    Main Menu             |
 |                                                        |
 |  |    Add Files             |                          |
 |  |                                                       |
 |  |  |    Data Base             |                         |
 |  |  |                                                      |
 |  |  |                                                      |
 |  |  |    Make a new file:                                  |
 |  |  |                                                      |
 |  |  |    1.  From scratch                                  |
 |  |  |                                                      |
 |  |  |    2.  From a text (ASCII) file                      |
 |  |  |                                                      |
 |  |  |    3.  From a Quick File (TM) file                   |
 |  |  |                                                      |
 |__|  |    4.  From a DIF (TM) file                          |
    |  |                                                      |
    |__|                                                      |
       |______________________________________________________|

Type number, or use arrows, then press Return               504K Avail.
```

Figure 6. The "Data Base" Menu.

06. <u>Naming The File</u>.

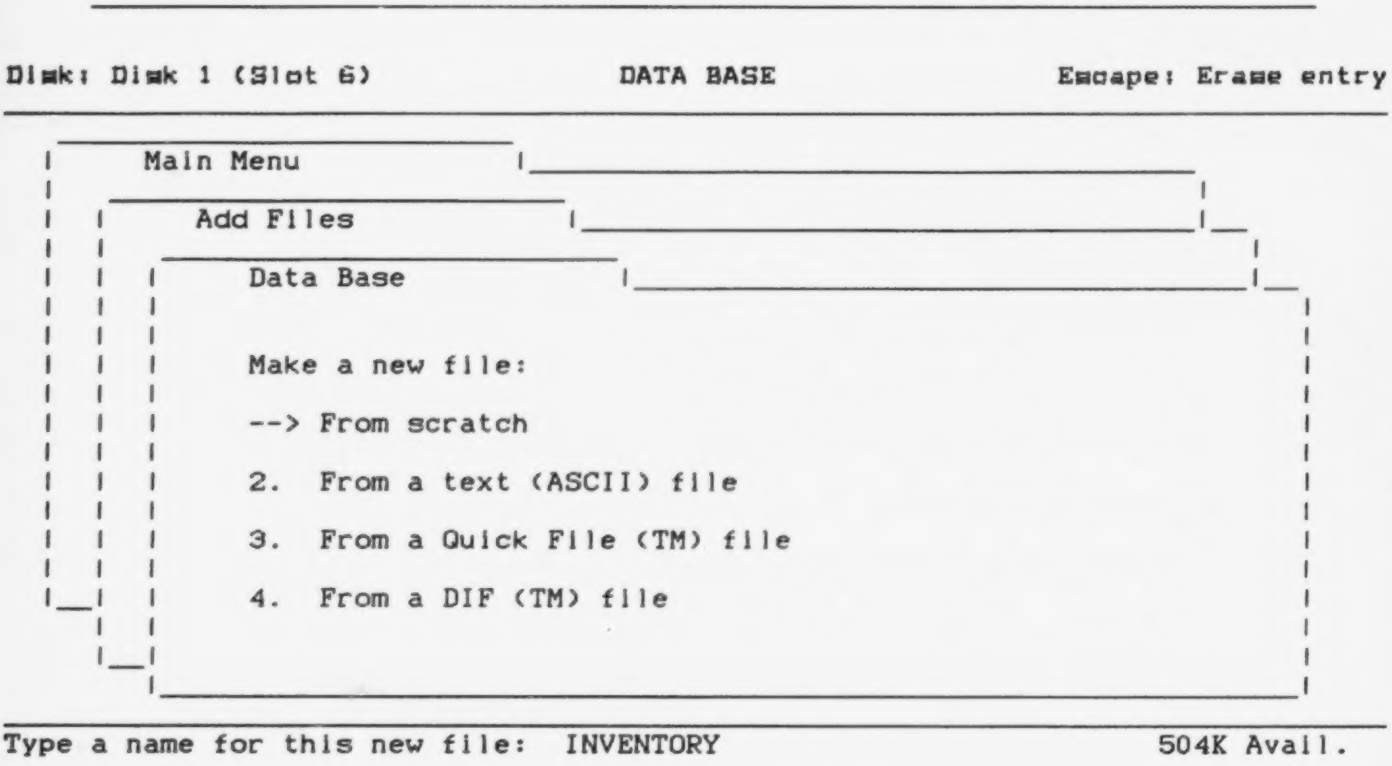
a. Select option #1 (it is highlighted), "From scratch" by pressing the RETURN key once. The picture you see on the screen will change so that it looks like the one shown in Figure 7.



```
Disk: Disk 1 (Slot 6)              DATA BASE              Escape: Add Files

Main Menu
Add Files
Data Base

Make a new file:

--> From scratch

2.  From a text (ASCII) file

3.  From a Quick File (TM) file

4.  From a DIF (TM) file

Type a name for this new file:                                  504K Avail.
```

Figure 7. The Screen Showing The "From Scratch" Option Of The "Data Base" Menu Selected.

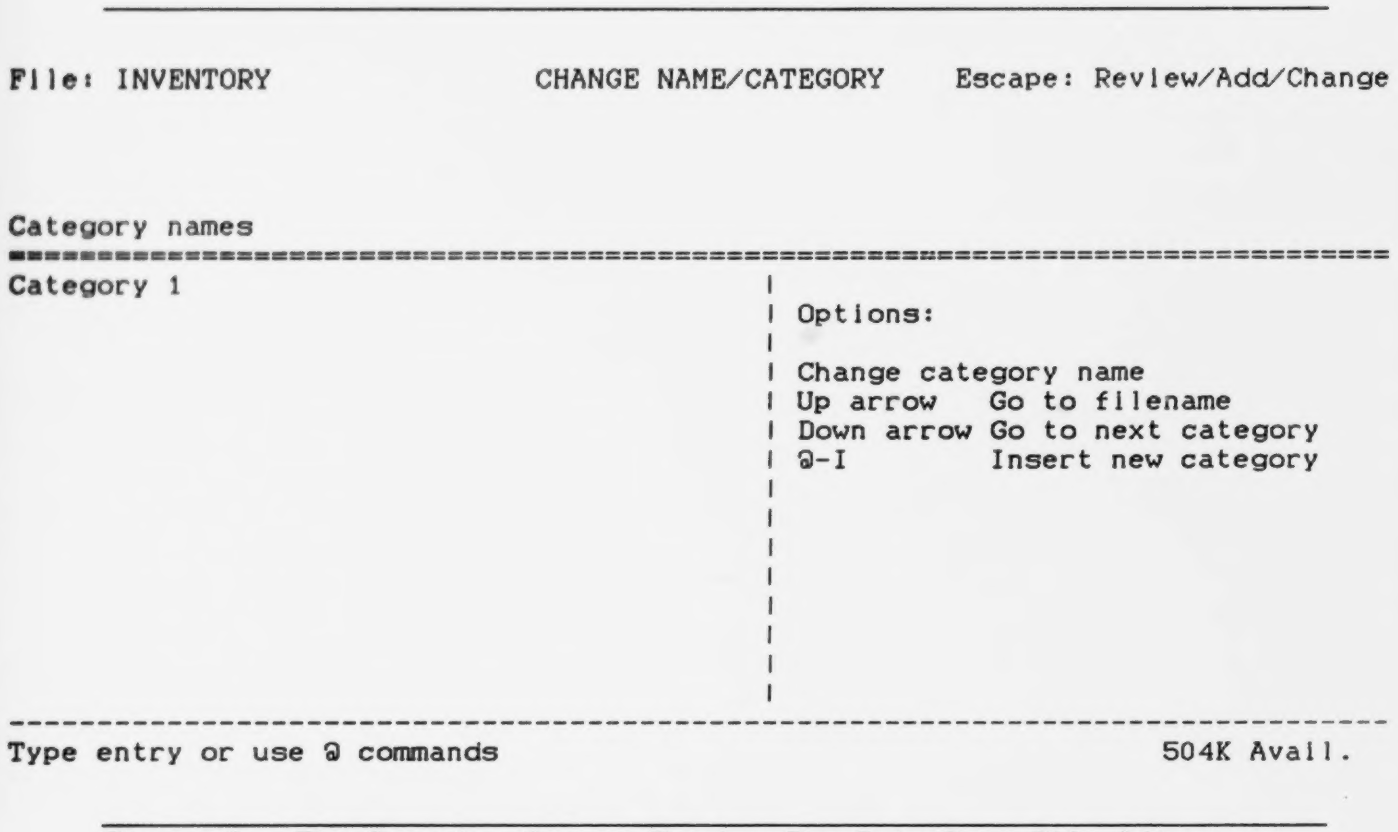
b. Directions at the bottom of the screen tell you to name the the new file so type the word "INVENTORY." The screen now is identical to the picture of the screen shown in Figure 8.



```
Disk: Disk 1 (Slot 6)               DATA BASE              Escape: Erase entry
______________________________________________________________________________
   ___________________
  |    Main Menu      |______________________________
  |    ___________________                           |
  |   |    Add Files      |__________________________|__
  |   |    ___________________                          |
  |   |   |    Data Base      |_________________________|__
  |   |   |                                                |
  |   |   |                                                |
  |   |   |    Make a new file:                            |
  |   |   |                                                |
  |   |   |    --> From scratch                            |
  |   |   |                                                |
  |   |   |    2.  From a text (ASCII) file                |
  |   |   |                                                |
  |   |   |    3.  From a Quick File (TM) file             |
  |   |   |                                                |
  |___|   |    4.  From a DIF (TM) file                    |
      |   |                                                |
      |___|                                                |
          |________________________________________________|
______________________________________________________________________________
Type a name for this new file:  INVENTORY                          504K Avail.
```

Figure 8. Blank Data Base File Titled "INVENTORY."

c. Press the RETURN key once to enter the file title. The screen should look like the picture shown in Figure 9.



```
File: INVENTORY              CHANGE NAME/CATEGORY    Escape: Review/Add/Change


Category names
================================================================================
Category 1                                  |
                                            | Options:
                                            |
                                            | Change category name
                                            | Up arrow   Go to filename
                                            | Down arrow Go to next category
                                            | @-I        Insert new category
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
--------------------------------------------------------------------------------
Type entry or use @ commands                                       504K Avail.
```

Figure 9. The Computer Screen Showing The Data Base File After Entering The Title, "INVENTORY."

07. Blinking Block Cursor. Insure that you are using the blinking block cursor and not the blinking line cursor. If the monitor screen shows a blinking line cursor, press the OPEN-APPLE and "E" keys at the same time to switch to the blinking block cursor (to switch back to the blinking block cursor, press the OPEN-APPLE and "E" keys at the same time).

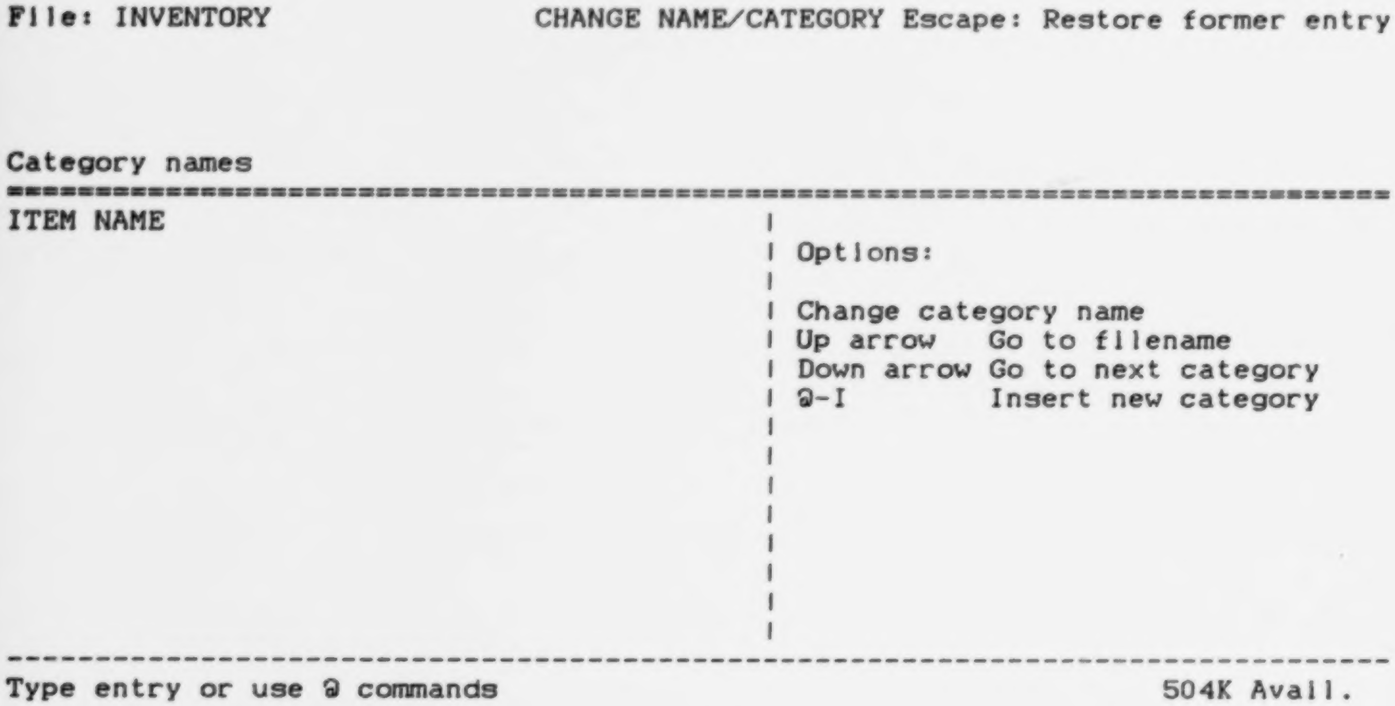
08. Naming Categories Or Fields. Insert the first category name (categories, in the printed data base file, run from top to bottom). This is accomplished as follows:

a. Press the CAPS-LOCK key down so that the machine will type only capital letters.

b. Type "ITEM NAME."

c. Press the SPACE-BAR several times to erase the remaining letters and number in the original "Category 1" (see Figure 10).

d. Press the RETURN key once. The screen should look like Figure 10.

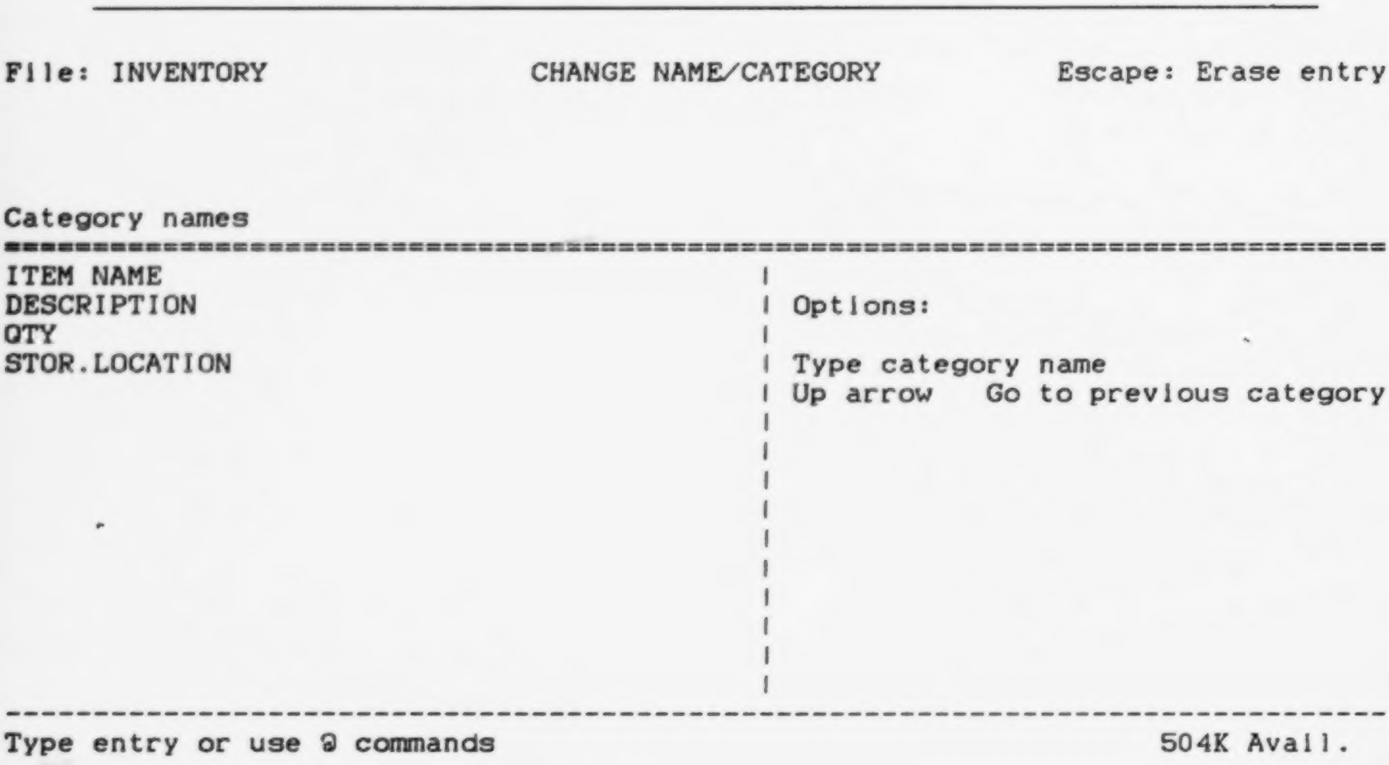


```
File: INVENTORY                  CHANGE NAME/CATEGORY Escape: Restore former entry


Category names
===================================================================================
ITEM NAME                                    |
                                             | Options:
                                             |
                                             | Change category name
                                             | Up arrow   Go to filename
                                             | Down arrow Go to next category
                                             | @-I        Insert new category
                                             |
                                             |
                                             |
                                             |
                                             |
                                             |
                                             |
                                             |
-----------------------------------------------------------------------------------
Type entry or use @ commands                                           504K Avail.
```

Figure 10. The Computer Screen After Inserting The "ITEM NAME" Category.

e. Type, "DESCRIPTION," and then press the RETURN key once.

f. Insert two additional categories titled "QTY" and "STOR.LOCATION" (storage location). Press the RETURN key once after typing each category name as was done above in steps "b" and "c." The screen should look like the picture in Figure 11. At this point, the cursor is located on the line below "STOR.LOCATION."

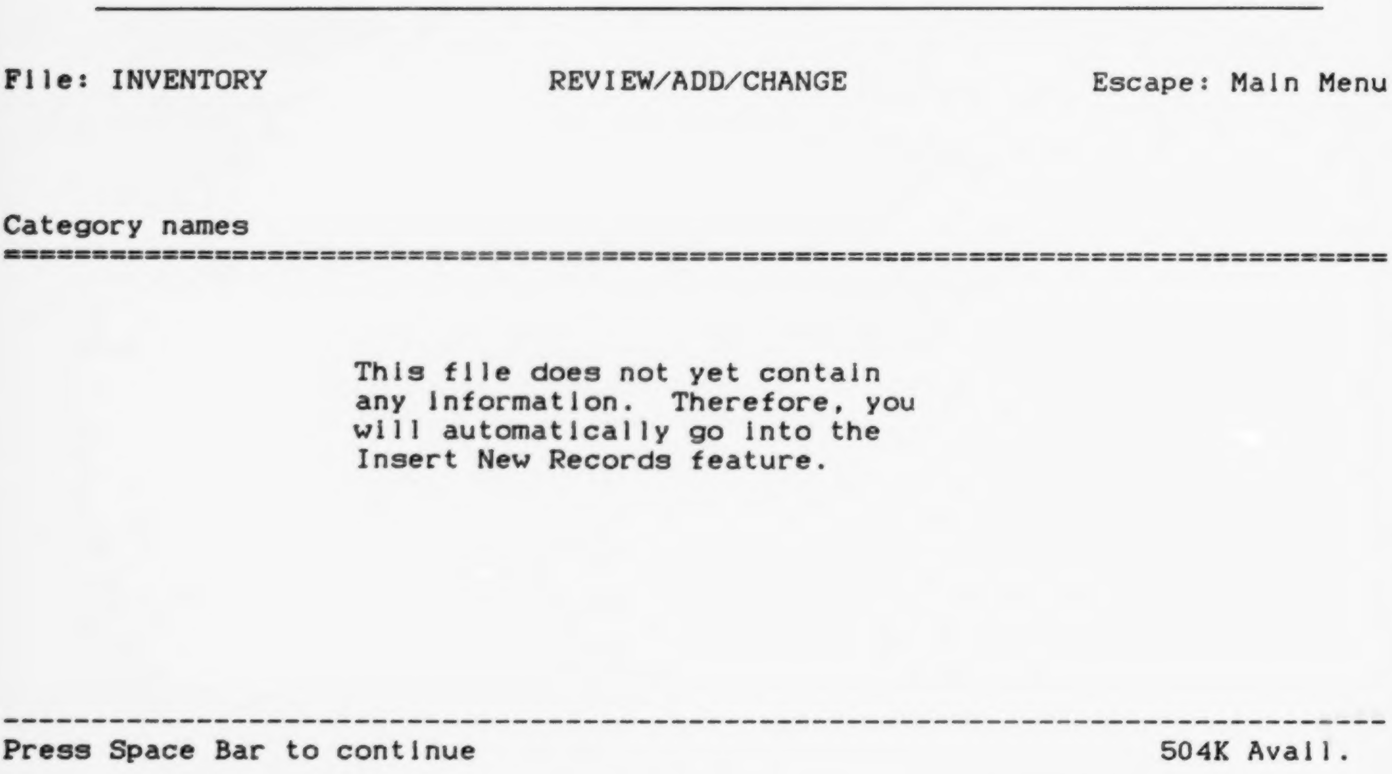


```
File: INVENTORY              CHANGE NAME/CATEGORY        Escape: Erase entry


Category names
=============================================================================
ITEM NAME                                   |
DESCRIPTION                                 | Options:
QTY                                         |
STOR.LOCATION                               | Type category name
                                            | Up arrow    Go to previous category
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
                                            |
-----------------------------------------------------------------------------
Type entry or use @ commands                                     504K Avail.
```

Figure 11. The Computer Screen After Typing The Four Category Names.

09. Moving To Insert Data.

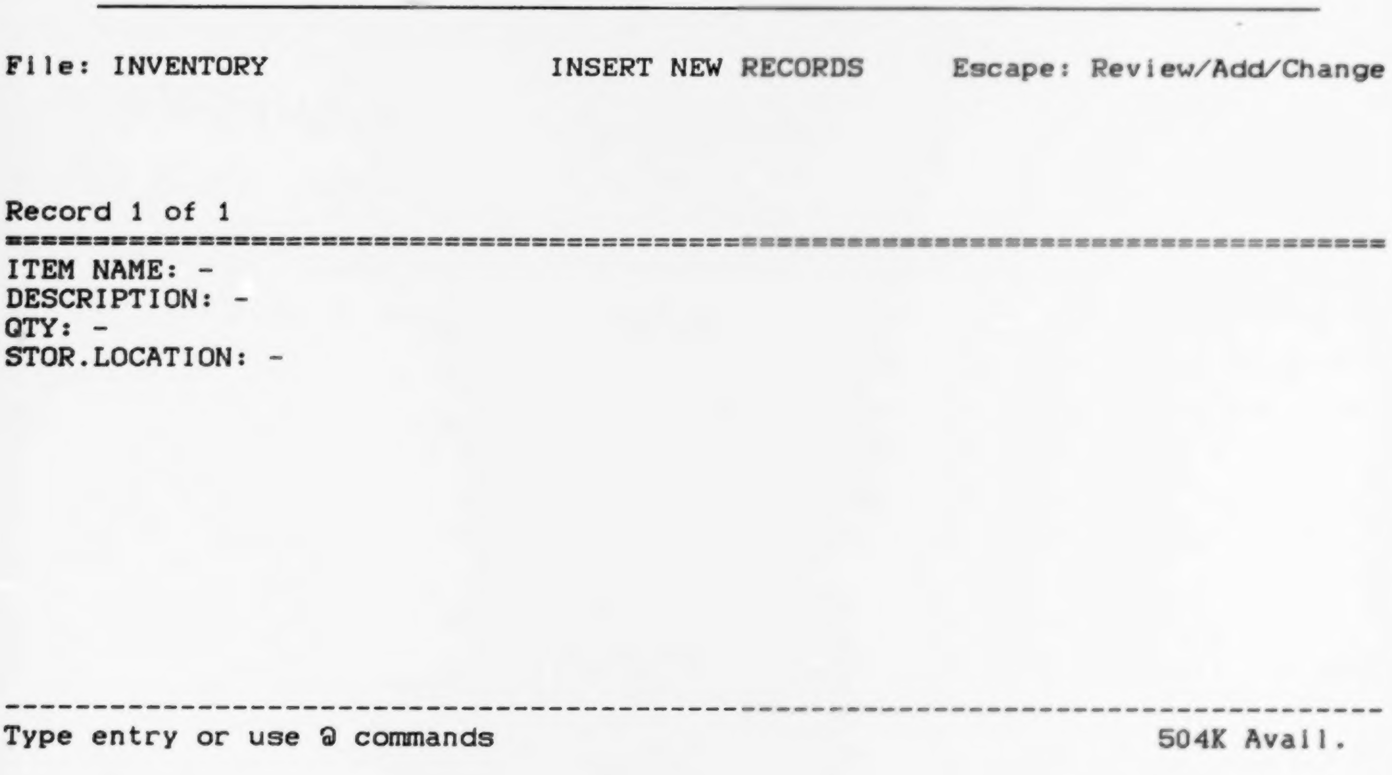
a. Press the ESC (escape) key once. The screen now looks like the picture shown in Figure 12.



```
File: INVENTORY              REVIEW/ADD/CHANGE              Escape: Main Menu

Category names
================================================================================

                    This file does not yet contain
                    any information.  Therefore, you
                    will automatically go into the
                    Insert New Records feature.



--------------------------------------------------------------------------------
Press Space Bar to continue                                            504K Avail.
```

Figure 12. The Monitor Screen After Performing Step "a."

b. Press the SPACE-BAR once. The screen changes to appears like the screen shown in Figure 13 and the file is ready for the insertion of real data.



```
File: INVENTORY               INSERT NEW RECORDS      Escape: Review/Add/Change


Record 1 of 1
==================================================================================
ITEM NAME: -
DESCRIPTION: -
QTY: -
STOR.LOCATION: -







----------------------------------------------------------------------------------
Type entry or use @ commands                                         504K Avail.
```

Figure 13. The Computer Screen Showing A Blank "Record 1 of 1."

10. Inserting Data. Insert data in the first two records (records run from left to right in the printed data base). This accomplished as follows:

    a. Type the information to be entered in a category.

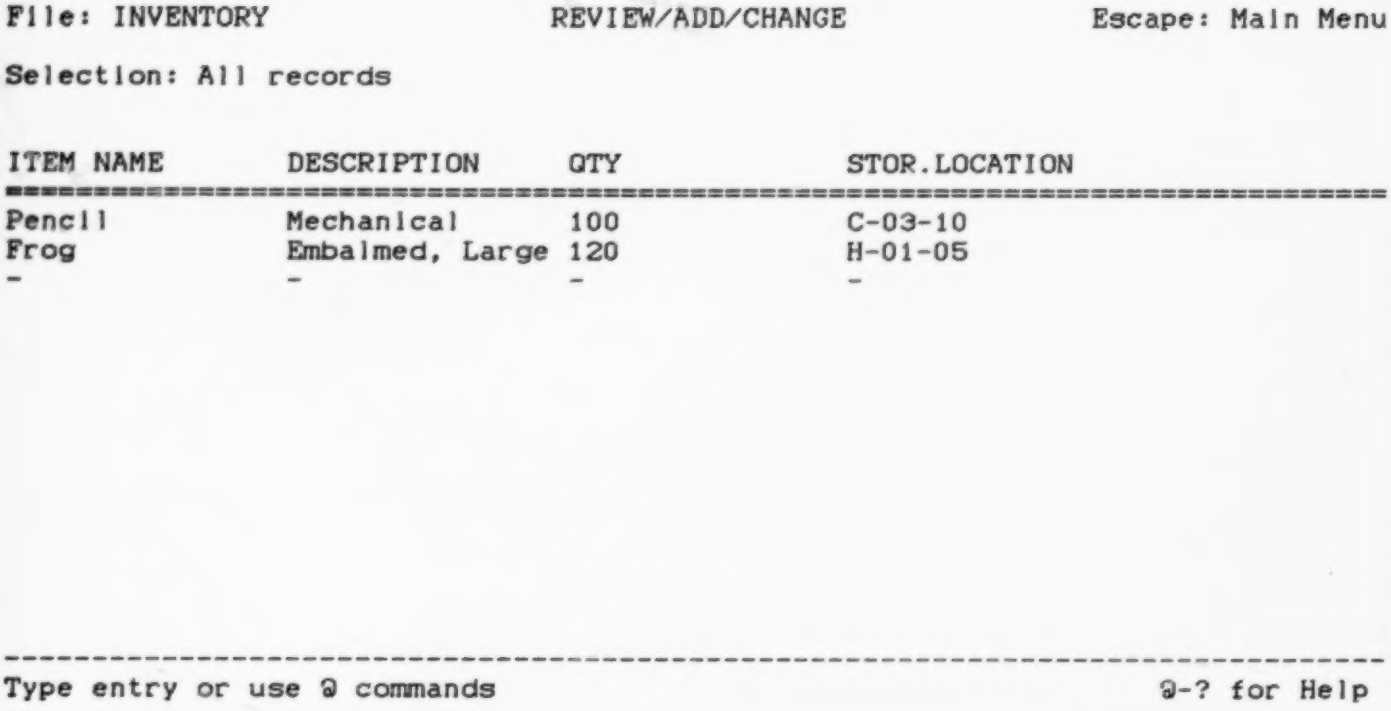
    b. Press the RETURN key once.

    c. Type information in the next category and press the RETURN key once.

    d. Use the UP-ARROW key after pressing the RETURN key to return to a category where a mistake has been made.

    e. If the computer does not move automatically from record 1 to record 2, follow the directions provided on the monitor screen.

11. Changing Data Base File Formats. After inserting information in the first two records, press the OPEN-APPLE and the "Z" keys (zoom function) at the same time. The screen will now appear similar to the example provided in Figure 14 (if you want to return to the original format, press the OPEN-APPLE and the "Z" again).

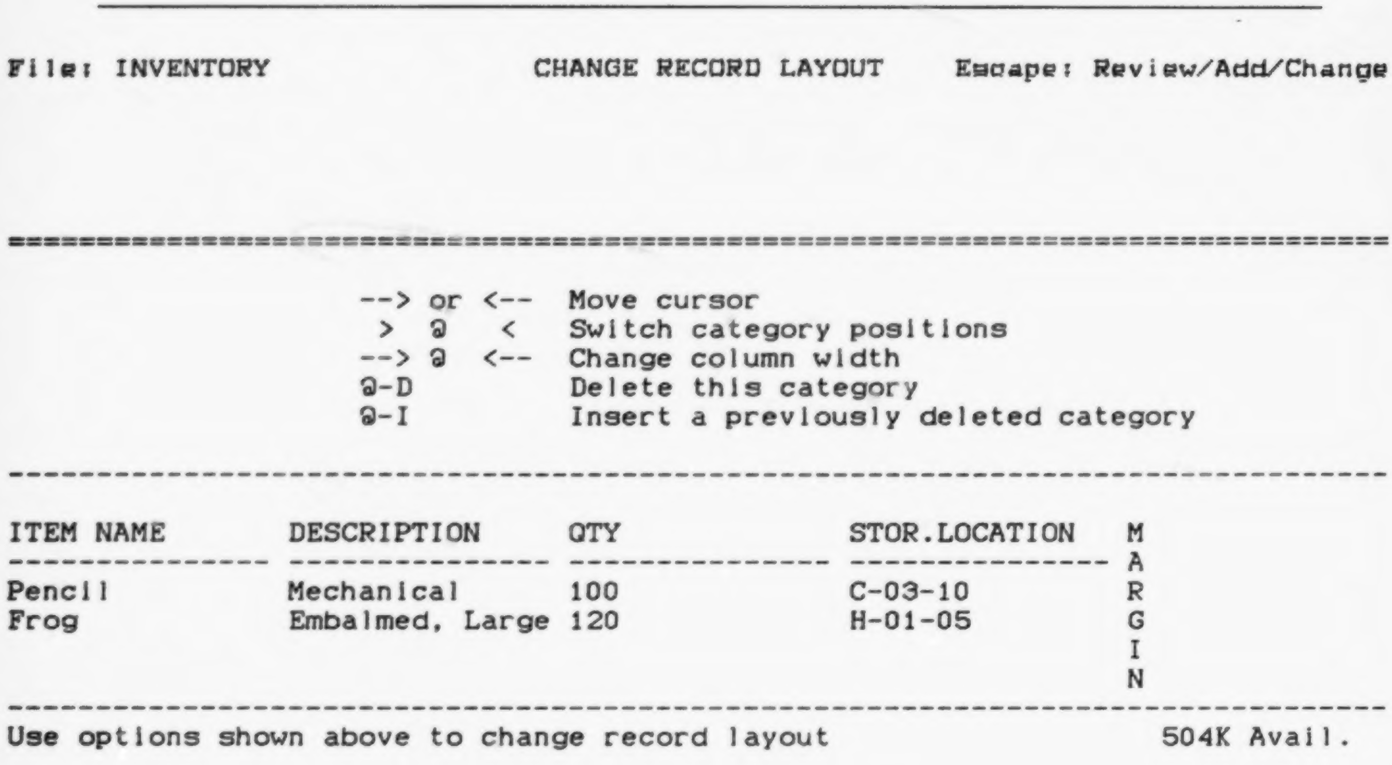


```
File: INVENTORY                 REVIEW/ADD/CHANGE               Escape: Main Menu

Selection: All records

ITEM NAME       DESCRIPTION      QTY             STOR.LOCATION
==============================================================================
Pencil          Mechanical       100             C-03-10
Frog            Embalmed, Large  120             H-01-05
-               -                -               -








------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 14. The Computer Screen After Entering Data In The First Two Records And Switching Screen Formats.

12. Altering The File Layout.

   a. Press the OPEN-APPLE and the "L" (layout) keys at the same time. This action will allow changes in the column widths and other adjustments to be made to the file (see Figure 15).

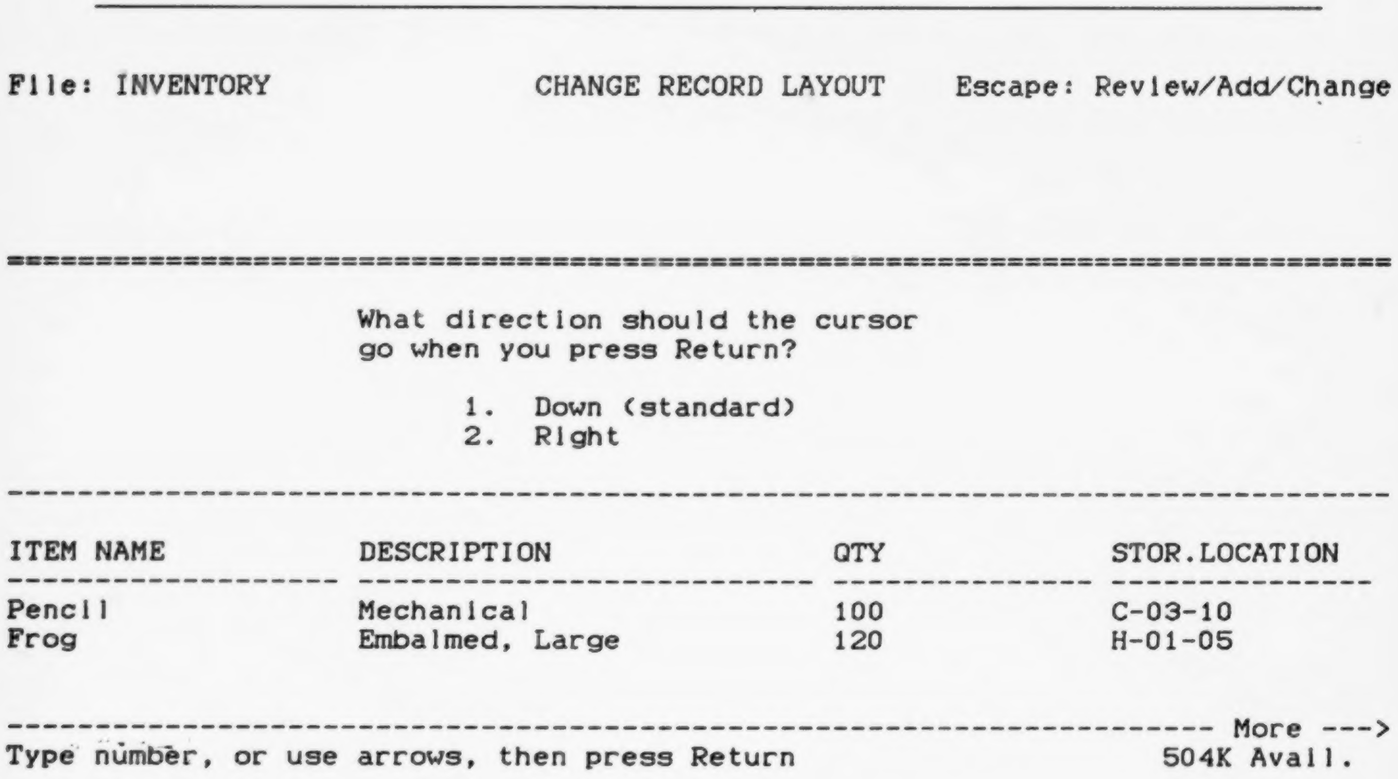


```
File: INVENTORY                  CHANGE RECORD LAYOUT    Escape: Review/Add/Change



================================================================================
                       --> or <--  Move cursor
                        >  @   <   Switch category positions
                       --> @  <--  Change column width
                       @-D         Delete this category
                       @-I         Insert a previously deleted category
--------------------------------------------------------------------------------
ITEM NAME       DESCRIPTION     QTY             STOR.LOCATION   M
--------------- --------------- --------------- --------------- A
Pencil          Mechanical      100             C-03-10         R
Frog            Embalmed, Large 120             H-01-05         G
                                                                I
                                                                N
--------------------------------------------------------------------------------
Use options shown above to change record layout                   504K Avail.
```

Figure 15. The Computer Screen After Selecting The Alter Layout Option.

b.. Alter the file to fit your desires by following the directions provided on the screen.

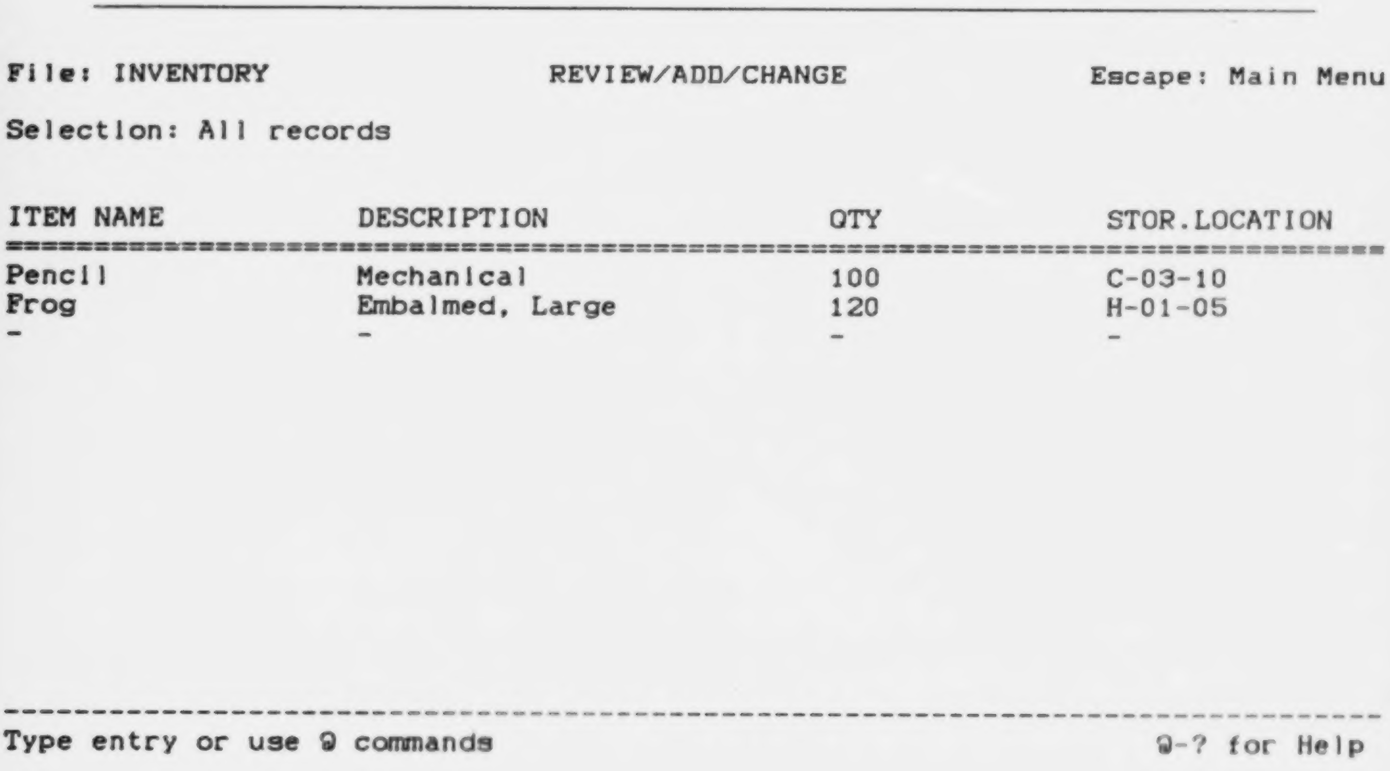
c. Press the ESC key once. The screen will appear similar to the example shown in Figure 16.



```
File: INVENTORY              CHANGE RECORD LAYOUT    Escape: Review/Add/Change

==================================================================================
                    What direction should the cursor
                    go when you press Return?

                          1.  Down (standard)
                          2.  Right
----------------------------------------------------------------------------------
ITEM NAME           DESCRIPTION                QTY             STOR.LOCATION
------------------- -------------------------- --------------- ---------------
Pencil              Mechanical                 100             C-03-10
Frog                Embalmed, Large            120             H-01-05

---------------------------------------------------------------------- More --->
Type number, or use arrows, then press Return                       504K Avail.
```

Figure 16. The Computer Screen After Pressing ESC Once.

d. Press the ESC key once (a second time). The monitor screen changes to appear similar to the example in Figure 17.



```
File: INVENTORY              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

ITEM NAME            DESCRIPTION                QTY            STOR.LOCATION
================================================================================
Pencil               Mechanical                 100            C-03-10
Frog                 Embalmed, Large            120            H-01-05
-                    -                          -              -










--------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 17. The Monitor Screen Showing The Altered Data Base File.

13. <u>File Saving</u>. Press the OPEN-APPLE and the "S" keys at the same time to save the file on the data disk in slot or drive two. Note that normally, a red light over the disk drive slot comes on. When the light is again extinguished, your file has been saved on your data disk.

USING APPLEWORKS V2.0 TO FORMAT
DATA DISKS FOR
USE WITH THE
APPLE IIGS COMPUTER

EDITION TWO

By

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INTRODUCTION

"Using AppleWorks V2.0 To Format Data Disks For Use With The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used with Apple IIGS computers which have two disk drives. Its development was accomplished using one Apple 5 1/4" drive, one Apple 3 1/2" drive and the 2.0 version of the AppleWorks program. The pictures one sees in the Figures are those that will be seen when V2.0 of the AppleWorks program is used with the Apple IIGS computer for the formatting process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. There may, however, sometimes be slight differences between what one sees on the computer monitor screen and what is seen in this document. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.
2. Two disk drives.
3. AppleWorks program V2.0.
4. One data disk.

If this document is to be as it was intended at the time of development, users must know how to turn on the computer.

After using this document, Apple IIGS computer operators should be able to format blank computer disks using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. Program Loading.

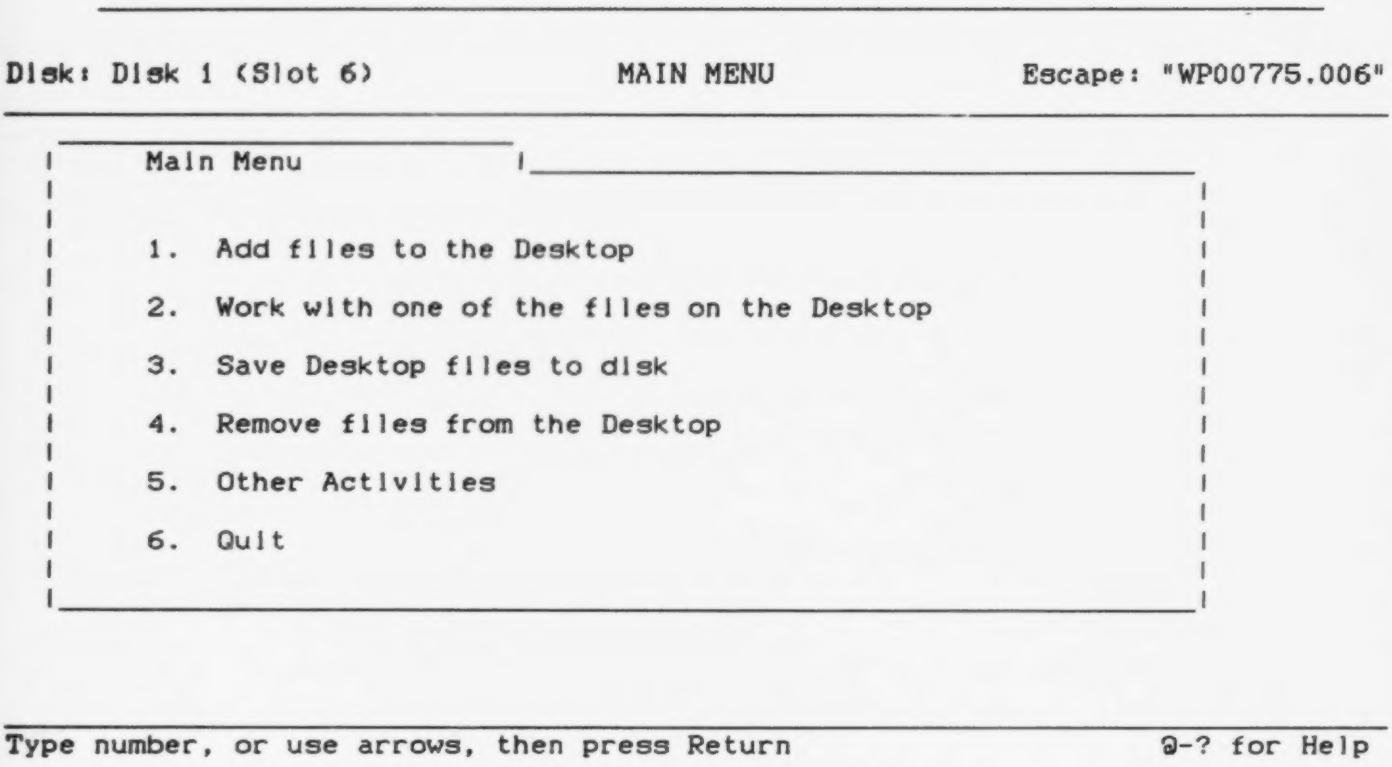
a. Place the AppleWorks program (Version 2.0) in disk drive #1, slot #5 and load the program into the computer. This is generally, the normal configuration of the equipment. If both large (5 1/4") and small (3 1/2") disk drives are used, the small drive is often connected as drive #1 slot 5. If the machine you are using has two 5 1/4" disk drives, and you are unsure of the configuration, place the program in one disk or the other. The computer normally will search both disk drives for a program.

b. Turn on the computer or, if the equipment is already energized:

c. Press and hold down the OPEN-APPLE and the CONTROL keys and while they are held down, press and release the RESET key (directly above the numbers 5 and 6 keys). Then release the OPEN-APPLE and the CONTROL keys.

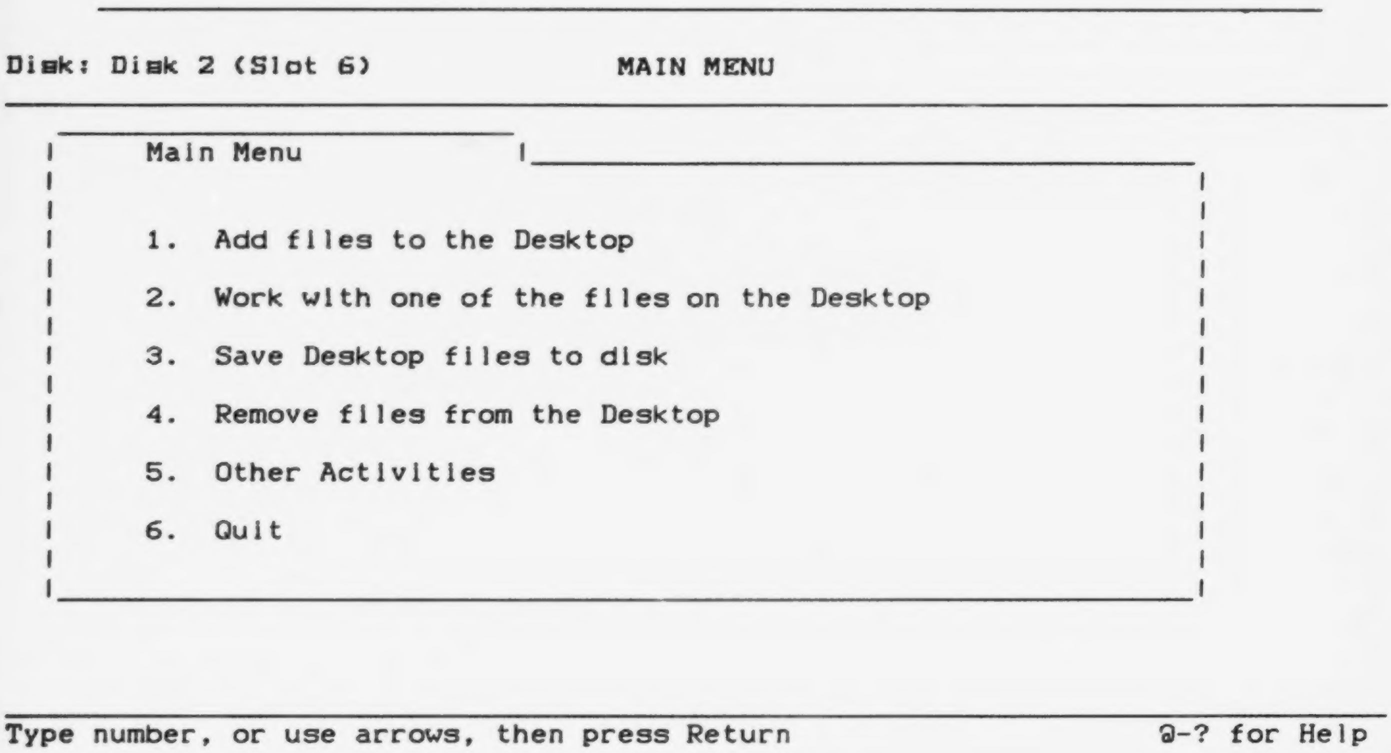
d. With this task completed, your screen should look like Figure 1 (the "Main Menu" is on the screen). In the upper left corner of the screen, you should find Disk 1 (slot 6). If this is the case, proceed to step 07, skipping steps 02 through 06 (see Figure 1).

e. If you see Disk 2 (slot 6), Disk 1 (slot 5), or Disk 2 (slot 5) in the upper left hand corner, you should go on to step 02 (see Figure 2).



```
Disk: Disk 1 (Slot 6)          MAIN MENU          Escape: "WP00775.006"

 _____________________
|     Main Menu       |___________________________________
|                                                         |
|                                                         |
|     1.  Add files to the Desktop                        |
|                                                         |
|     2.  Work with one of the files on the Desktop       |
|                                                         |
|     3.  Save Desktop files to disk                      |
|                                                         |
|     4.  Remove files from the Desktop                   |
|                                                         |
|     5.  Other Activities                                |
|                                                         |
|     6.  Quit                                            |
|                                                         |
|_________________________________________________________|


Type number, or use arrows, then press Return          ə-? for Help
```

Figure 1. The Computer Screen With Disk 1 (Slot 6) Selected.



```
Disk: Disk 2 (Slot 6)                   MAIN MENU

    Main Menu

        1.  Add files to the Desktop

        2.  Work with one of the files on the Desktop

        3.  Save Desktop files to disk

        4.  Remove files from the Desktop

        5.  Other Activities

        6.  Quit

Type number, or use arrows, then press Return              @-? for Help
```

Figure 2. Monitor Screen Showing An Incorrect Disk And Slot.

02. Selecting The Add Files Menu. If the upper left corner of your monitor screen appears differently than the picture shown in Figure 1, select option #1, "Add files to the Desktop," from the "Main Menu." This is accomplished as follows:

a. Press the RETURN key once. Following this action, the screen should shift so that it appears like the picture shown in Figure 3.

```
Disk: Disk 2 (Slot 6)                 ADD FILES                Escape: Main Menu
________________________________________________________________________________
   ______________________________
 |        Main Menu             |____________________________________
 |     ____________________________                                  |
 |  |        Add Files            |__________________________________|__
 |  |                                                                   |
 |  |                                                                   |
 |  |          Get files from:                                          |
 |  |                                                                   |
 |  |      1.  The current disk: Disk 2 (Slot 6)                        |
 |  |      2.  A different disk                                         |
 |  |                                                                   |
 |  |          Make a new file for the:                                 |
 |  |                                                                   |
 |  |      3.  Word Processor                                           |
 |  |      4.  Data Base                                                |
 |  |      5.  Spreadsheet                                              |
 |__|                                                                   |
    |                                                                   |
    |___________________________________________________________________|
________________________________________________________________________________
Type number, or use arrows, then press Return                      625K Avail.
```

Figure 3. The Screen After Choosing, "Add files to the Desktop" Option From The "Main Menu".

03. Selecting A Different Disk. Select option #2, "A different disk" from the "Add Files" menu as follows:

a. Press the DOWN-ARROW key once.

b. Press the RETURN key once. The monitor screen should look like the picture shown in Figure 4.

```
________________________________________________________________________________

Disk: Disk 2 (Slot 6)         CHANGE CURRENT DISK             Escape: Add Files
________________________________________________________________________________
   __________________________
  |     Main Menu            |______________________________________
  |                                                                 |
  |  __________________________                                     |
  |  |     Add Files            |___________________________________|__
  |  |                                                                 |
  |  |  __________________________                                     |
  |  |  |     Change Current Disk |____________________________________|__
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |        Disk drives you can use:                                 |
  |  |  |                                                                 |
  |  |  |        1.  Disk 1 (Slot 6)                                      |
  |  |  |        2.  Disk 2 (Slot 6)                                      |
  |  |  |        3.  Disk 1 (Slot 5)                                      |
  |  |  |        4.  Disk 2 (Slot 5)                                      |
  |__|  |        5.  ProDOS directory                                     |
     |  |                                                                 |
     |__|                                                                 |
        |_________________________________________________________________|
________________________________________________________________________________
Type number, or use arrows, then press Return                        521K Avail.
```

Figure 4. The Monitor Screen After Selecting The "A different disk" Option.

04. Selecting Disk 1 (Slot 6).

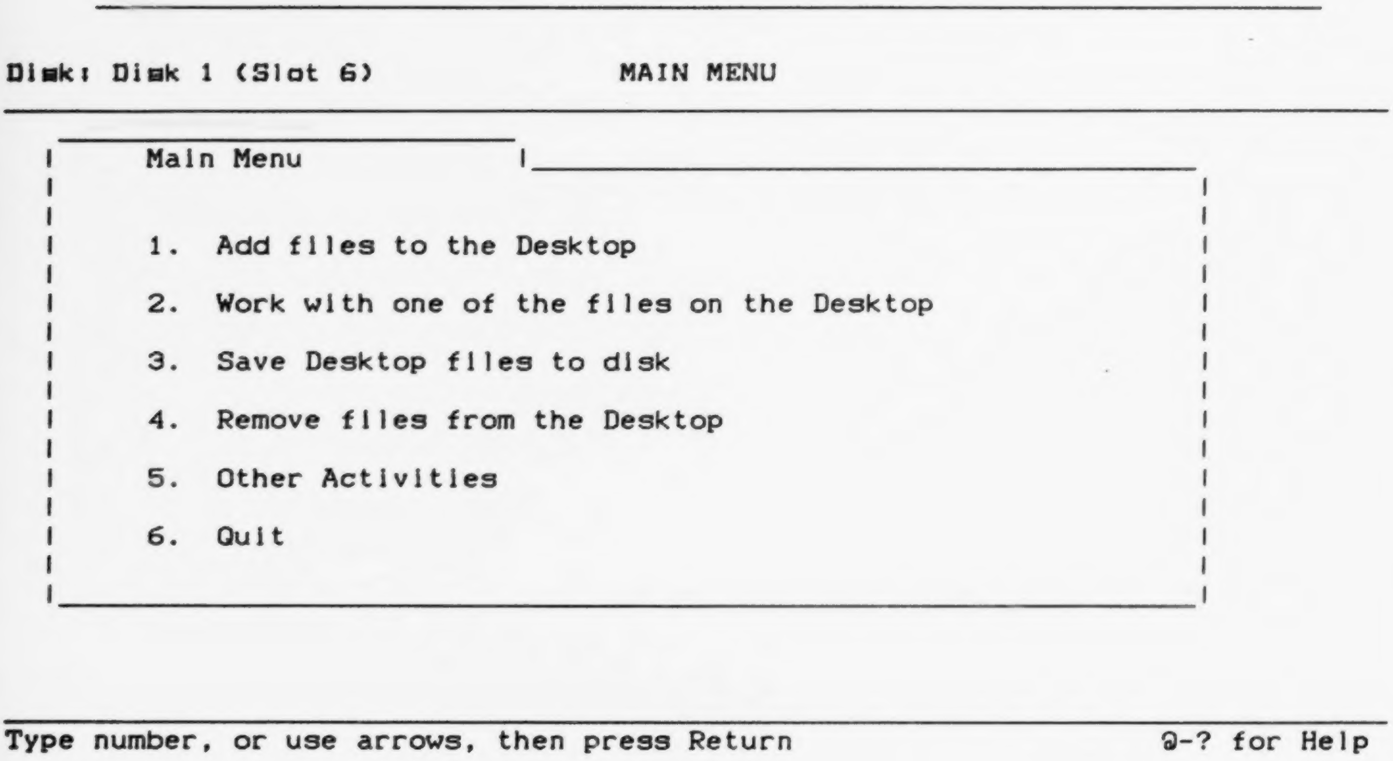
a. Press the RETURN key once. The screen should have changed following this action so that it appears like the example in Figure 5.

```
Disk: Disk 1 (Slot 6)               ADD FILES              Escape: Main Menu
_____________________________________________________________________________
   ________________________
 |      Main Menu          |___________________________________
 |   _________________________                                 |
 |  |      Add Files          |________________________________|__
 |  |                                                             |
 |  |                                                             |
 |  |          Get files from:                                    |
 |  |                                                             |
 |  |      1.  The current disk: Disk 1 (Slot 6)                  |
 |  |      2.  A different disk                                   |
 |  |                                                             |
 |  |          Make a new file for the:                           |
 |  |                                                             |
 |  |      3.  Word Processor                                     |
 |  |      4.  Data Base                                          |
 |  |      5.  Spreadsheet                                        |
 |__|                                                             |
    |                                                             |
    |_____________________________________________________________|
_____________________________________________________________________________
Type number, or use arrows, then press Return                    521K Avail.
```

Figure 5. The Monitor Screen Showing The Add Files Menu After
Disk 1 (Slot6).

05. <u>Returning To The Main Menu</u>.

a. Press the ESC key once. The monitor screen now appears like the example shown in Figure 6.



```
Disk: Disk 1 (Slot 6)                    MAIN MENU

      Main Menu

      1.  Add files to the Desktop

      2.  Work with one of the files on the Desktop

      3.  Save Desktop files to disk

      4.  Remove files from the Desktop

      5.  Other Activities

      6.  Quit

Type number, or use arrows, then press Return                  @-? for Help
```

Figure 6. The Main Menu With Disk 1 (Slot 6) Selected.

07. Selecting Other Activities. Select option #5, "Other Activities" from the "Main Menu." This is accomplished as follows:

   a. Press the NUMBER-5 key once.

   b. Press the RETURN key once. Your screen should look like the picture shown in Figure 7 following this action.

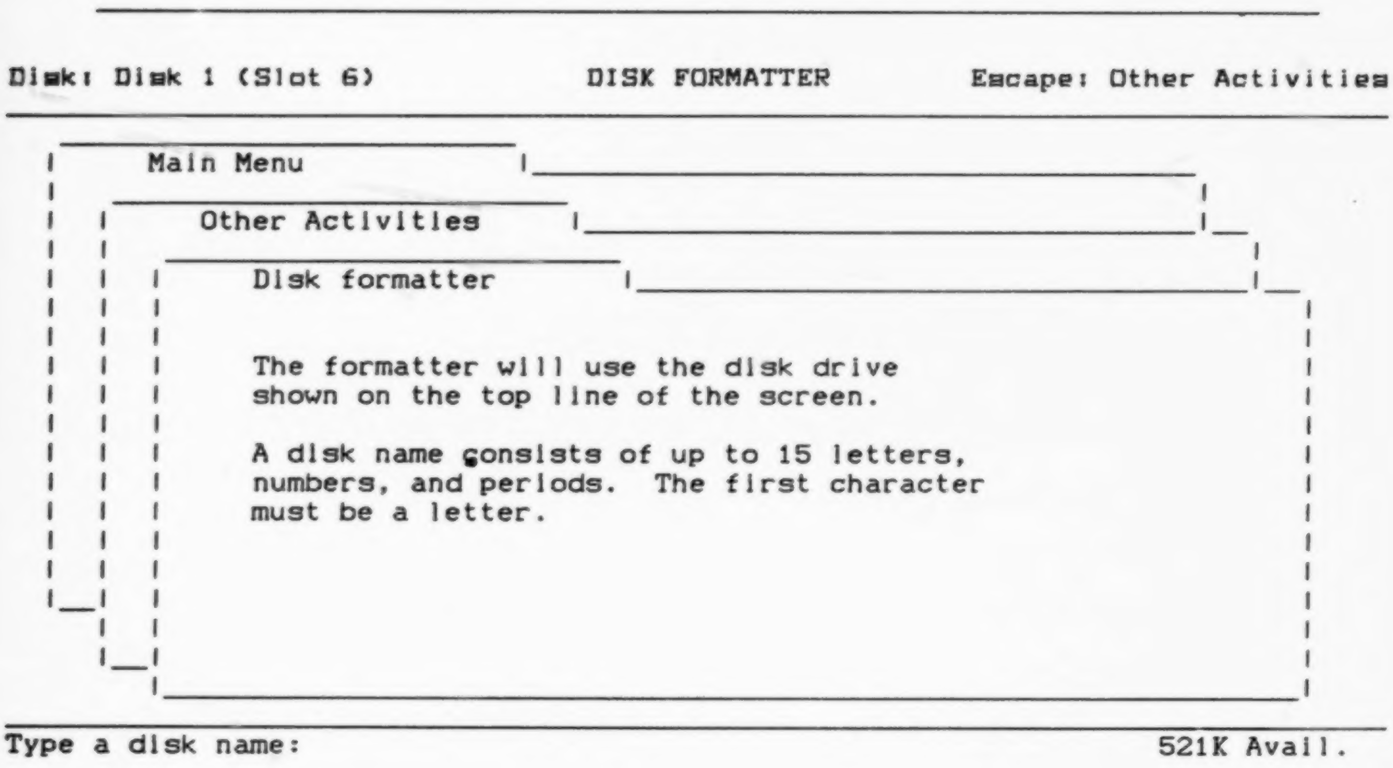
```
_____________________________________________________________________________

Disk: Disk 1 (Slot 6)          OTHER ACTIVITIES          Escape: Main Menu
_________________________________________________________________________________
   ________________________
  |     Main Menu          |________________________________
  |   _________________________                             |
  |  |     Other Activities    |______________________________|__
  |  |                                                           |
  |  |     1.  Change current disk drive or ProDOS prefix        |
  |  |                                                           |
  |  |     2.  List all files on the current disk drive          |
  |  |                                                           |
  |  |     3.  Create a subdirectory                             |
  |  |                                                           |
  |  |     4.  Delete files from disk                            |
  |  |                                                           |
  |  |     5.  Format a blank disk                               |
  |  |                                                           |
  |  |     6.  Select standard location of data disk             |
  |__|                                                           |
     |     7.  Specify information about your printer(s)         |
     |___________________________________________________________|
_________________________________________________________________________________
Type number, or use arrows, then press Return                      521K Avail.
```

Figure 7. The Screen After Selecting, the "Other Activities" Option From The "Main Menu."

08. <u>Disk Formatting</u>. With the screen appearing as it does in Figure 7 select option #5 as follows:

   a. Press the DOWN-ARROW until the "Format a blank disk" option is highlighted.

   b. Press the RETURN key once. The picture you see on the screen has changed so that it looks like the one you now see below in Figure 8.



```
Disk: Disk 1 (Slot 6)          DISK FORMATTER          Escape: Other Activities
________________________________________________________________________________
 ________________________
|        Main Menu        |______________________________________
|   ________________________                                     |
|  |     Other Activities    |_____________________________________|__
|  |   ________________________                                     |
|  |  |     Disk formatter      |____________________________________|__
|  |  |                                                                 |
|  |  |                                                                 |
|  |  |     The formatter will use the disk drive                       |
|  |  |     shown on the top line of the screen.                        |
|  |  |                                                                 |
|  |  |     A disk name consists of up to 15 letters,                   |
|  |  |     numbers, and periods.  The first character                  |
|  |  |     must be a letter.                                           |
|  |  |                                                                 |
|  |  |                                                                 |
|__|  |                                                                 |
   |  |                                                                 |
   |__|                                                                 |
      |_________________________________________________________________|
________________________________________________________________________________
Type a disk name:                                                 521K Avail.
```

Figure 8. The Screen After Selecting the "Format a blank disk" Option From The "Other Activities" Menu.

09. Volume Naming. Directions in the center of the screen tell you to name the new disk. Type the word "TRAINING" and then press the RETURN key once. The screen will now be identical to the picture shown in Figure 9.

```
     ______________________________________________________________________

Disk: Disk 1 (Slot 6)            DISK FORMATTER        Escape: Other Activities
_______________________________________________________________________________
   _________________________
  |     Main Menu            |______________________________________
  |   __________________________                                    |
  |  |     Other Activities     |___________________________________|__
  |  |   __________________________                                    |
  |  |  |     Disk formatter       |___________________________________|__
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |  |  |               The disk to be formatted should                   |
  |  |  |               be in the disk drive NOW.                         |
  |  |  |                                                                 |
  |  |  |                                                                 |
  |__|  |                                                                 |
     |  |                                                                 |
     |__|                                                                 |
        |_________________________________________________________________|
_______________________________________________________________________________
Press Space Bar to continue                                      625K Avail.

     ______________________________________________________________________
```

Figure 9. The Monitor Screen After Typing The Name Of The New Disk.

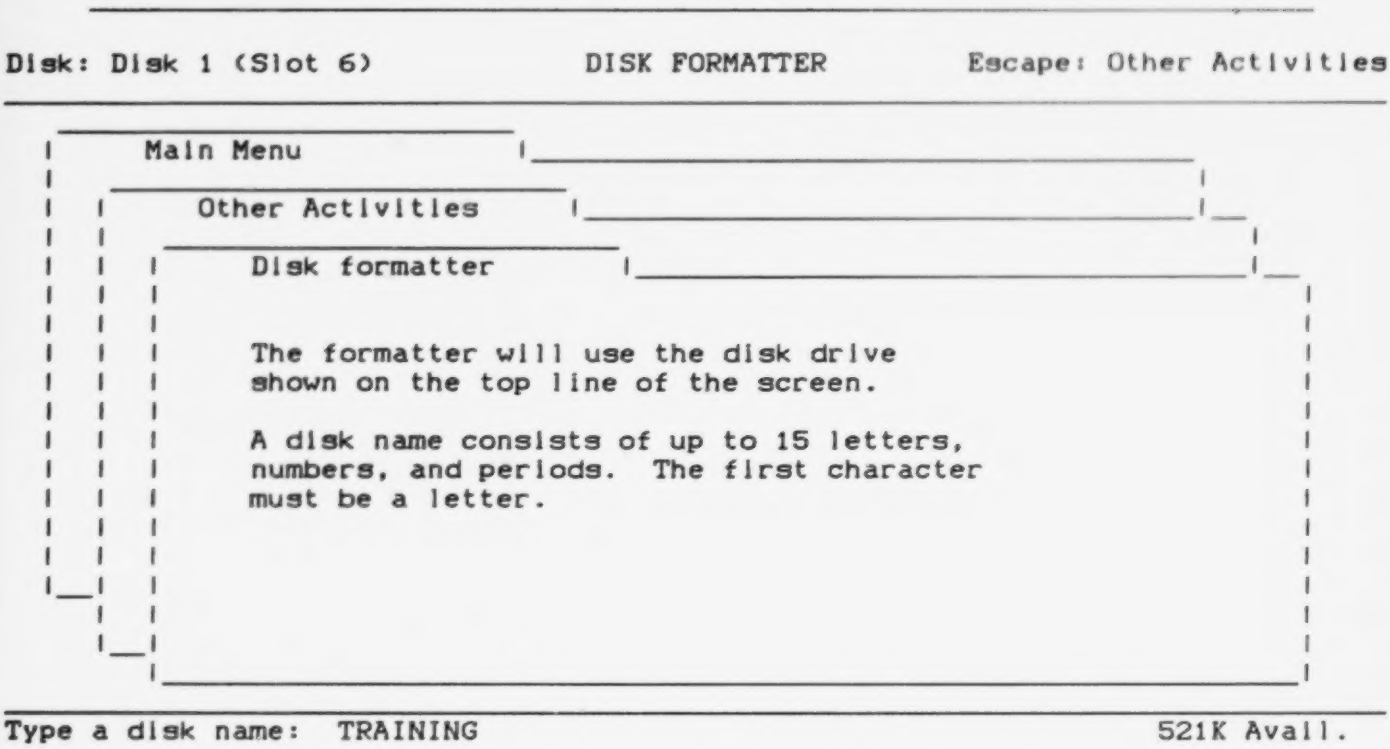
10. Using Drive 1 (Slot 6). Insert the disk to be formatted in Disk 1 (Slot 6). This will be the disk drive slot which does not, at present, have a disk inserted in it.

11. Formatting. Press the SPACE-BAR and watch the screen. When the formatting task is complete, the monitor screen will appear like the example shown in Figure 10.

```
   ____________________________________________________________

Disk: Disk 1 (Slot 6)          DISK FORMATTER          Escape: Other Activities
_______________________________________________________________________________
   __________________________
  |      Main Menu           |_____________________________
  |    __________________________                          |
  |   |    Other Activities      |_________________________|__
  |   |    __________________________                         |
  |   |   |    Disk formatter        |________________________|__
  |   |   |                                                      |
  |   |   |                                                      |
  |   |   |                                                      |
  |   |   |                                                      |
  |   |   |                                                      |
  |   |   |                                                      |
  |   |   |              Successfully formatted                  |
  |   |   |                                                      |
  |   |   |                                                      |
  |   |   |                                                      |
  |___|   |                                                      |
      |   |                                                      |
      |___|                                                      |
          |______________________________________________________|
_______________________________________________________________________________
Press Space Bar to continue                                        521K Avail.
```

Figure 10. Monitor Screen After The Formatting Task Has Been Completed.

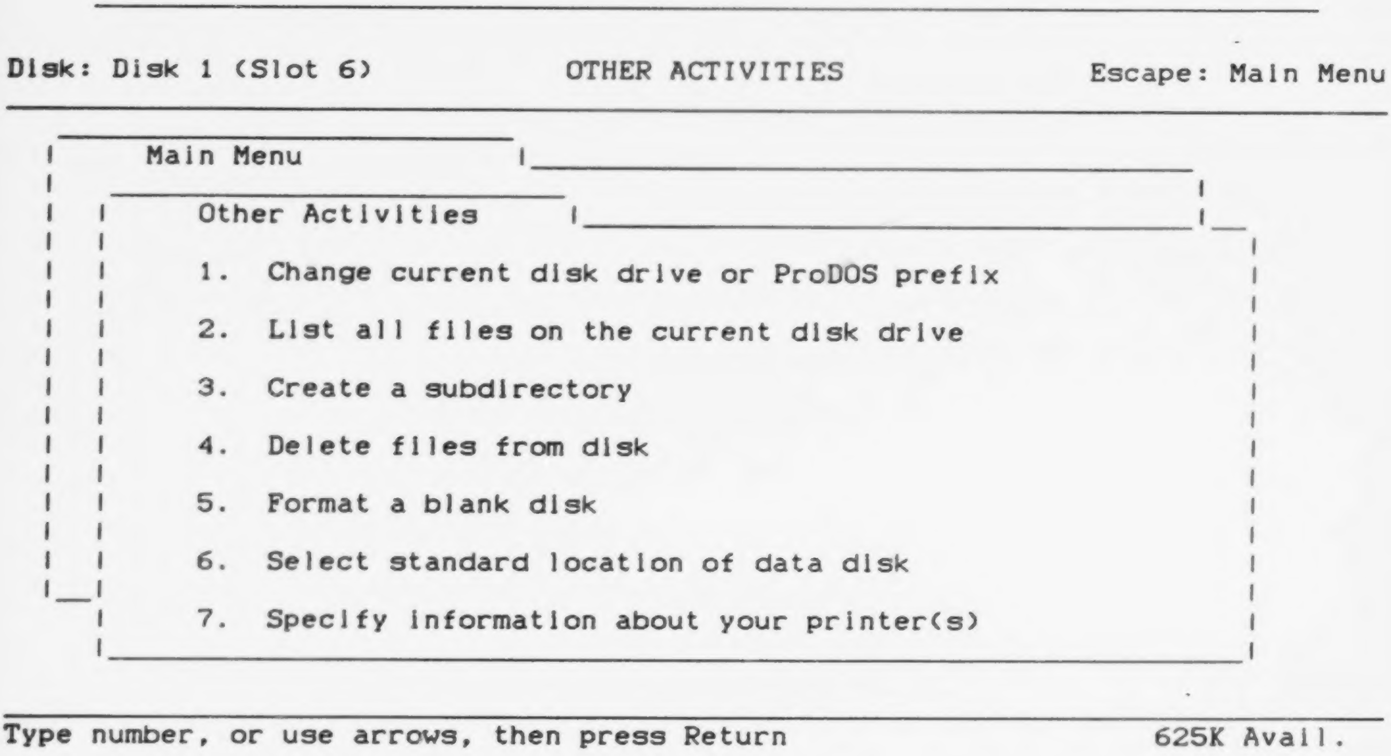
12. Using Screen Directions. Press the SPACE-BAR once. The screen now looks like the example in Figure 11.



```
Disk: Disk 1 (Slot 6)          DISK FORMATTER          Escape: Other Activities

Main Menu
Other Activities
Disk formatter

The formatter will use the disk drive
shown on the top line of the screen.

A disk name consists of up to 15 letters,
numbers, and periods.  The first character
must be a letter.

Type a disk name:  TRAINING                                          521K Avail.
```

Figure 11. Monitor Screen After Exiting The Successfully Formatted Mode

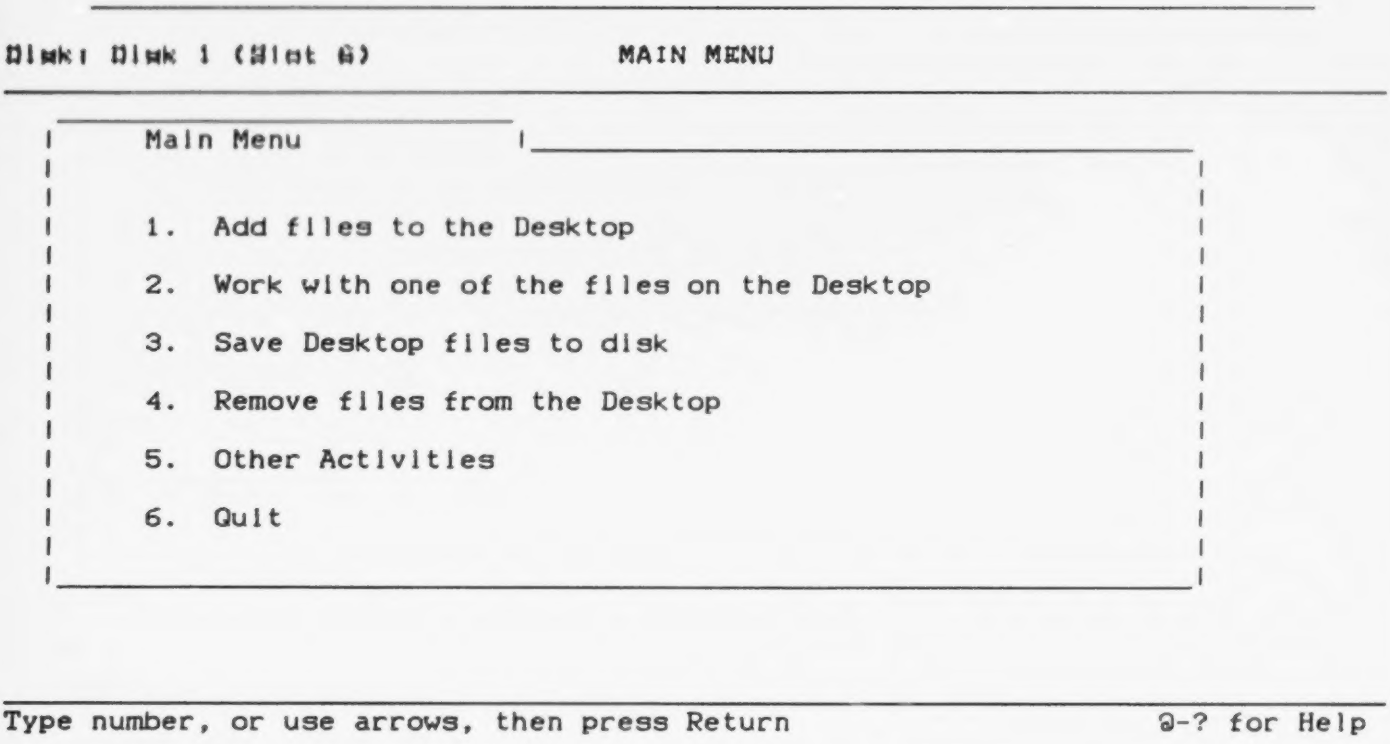
13. Exiting The Format Option. Press the ESC key once. This action moves the program back to the "Other Activities," menu (see Figure 12).



```
Disk: Disk 1 (Slot 6)          OTHER ACTIVITIES          Escape: Main Menu
_____________________________________________________________________________
 |  ______________________
 |       Main Menu          |___________________________
 |                                                     |
 |  |    Other Activities    |__________________________|__
 |  |                                                      |
 |  |    1.  Change current disk drive or ProDOS prefix    |
 |  |                                                      |
 |  |    2.  List all files on the current disk drive      |
 |  |                                                      |
 |  |    3.  Create a subdirectory                         |
 |  |                                                      |
 |  |    4.  Delete files from disk                        |
 |  |                                                      |
 |  |    5.  Format a blank disk                           |
 |  |                                                      |
 |  |    6.  Select standard location of data disk         |
 |__|                                                      |
    |    7.  Specify information about your printer(s)     |
    |______________________________________________________|

_____________________________________________________________________________
Type number, or use arrows, then press Return                    625K Avail.
```

Figure 12. "Other Activities" Menu.

14. <u>Escaping The Other Activities Option</u>. Press the ESC key to return to the "Main Menu" (see Figure 13).



```
Disk: Disk 1 (Slot 6)                      MAIN MENU

 ______________________________
|     Main Menu                |________________________________________
|                                                                       |
|                                                                       |
|     1.  Add files to the Desktop                                      |
|                                                                       |
|     2.  Work with one of the files on the Desktop                     |
|                                                                       |
|     3.  Save Desktop files to disk                                    |
|                                                                       |
|     4.  Remove files from the Desktop                                 |
|                                                                       |
|     5.  Other Activities                                              |
|                                                                       |
|     6.  Quit                                                          |
|                                                                       |
|_______________________________________________________________________|


Type number, or use arrows, then press Return                  @-? for Help
```

Figure 13. "Main Menu."

15. <u>Information Storage</u>. The disk can now be used for data storage.

PRINTING APPLEWORKS DATA BASE FILES
WITH THE APPLE IIGS COMPUTER
USING APPLEWORKS V2.0

FIRST EDITION

By

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INTRODUCTION

"Printing AppleWorks Data Base Files With The Apple IIGS Computer Using AppleWorks V2.0" was developed for use as a "how to" training device. It can be used easily with Apple IIGS computers which have two disk drives. In addition, it can be used with Apple IIGS computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using two disk drives; one 5 1/4" drive and one 3 1/2" drive. Also, version (V) 2.0 of the AppleWorks program was used during its writing. The pictures one sees in the Figures provided here are those that will be seen when V2.0 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program may be used in conjunction with the document. Some of the pictures one sees on the computer monitor screen, however, may be slightly different. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. AppleWorks V2.0.

4. One data disk on which is stored a data base file.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen which is where this document starts. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIGS computer operators should be able to print AppleWorks data base files using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

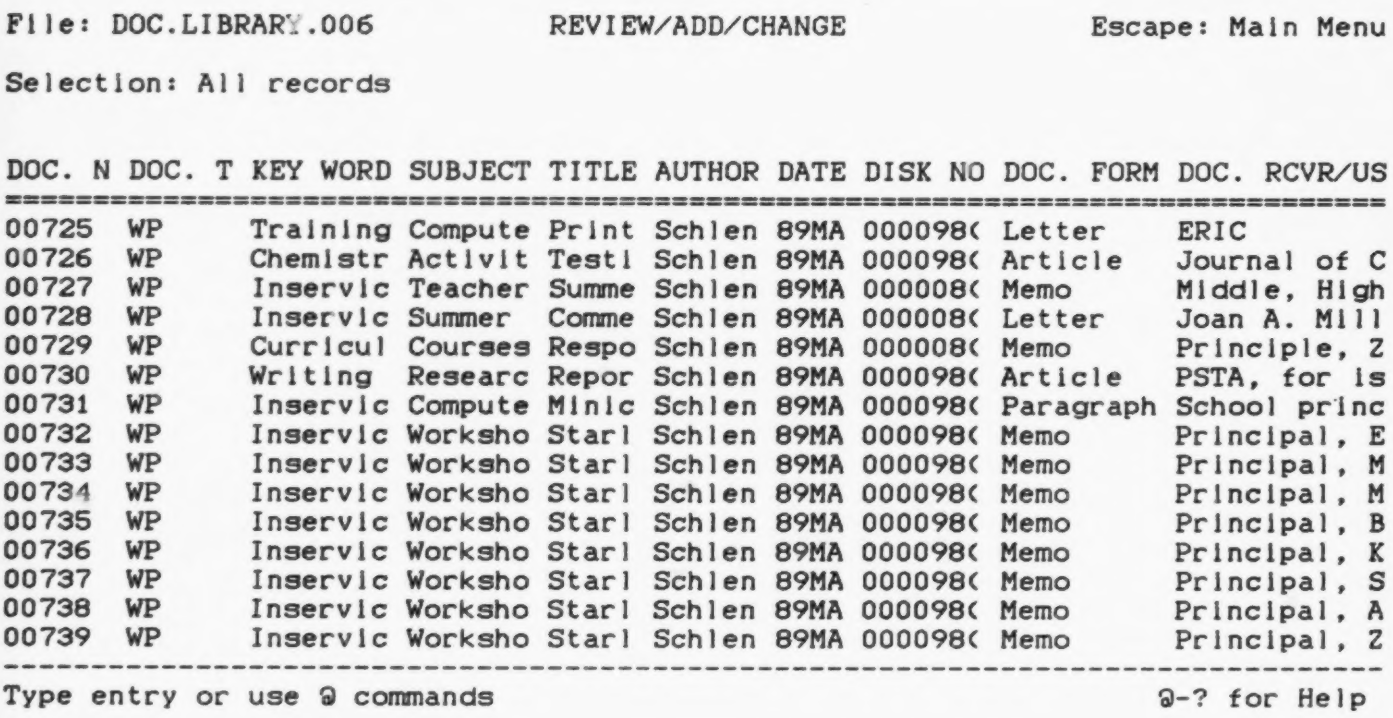
Mistakes found in this document are mine.

RMS

S
T
E
P
S

DIRECTIONS

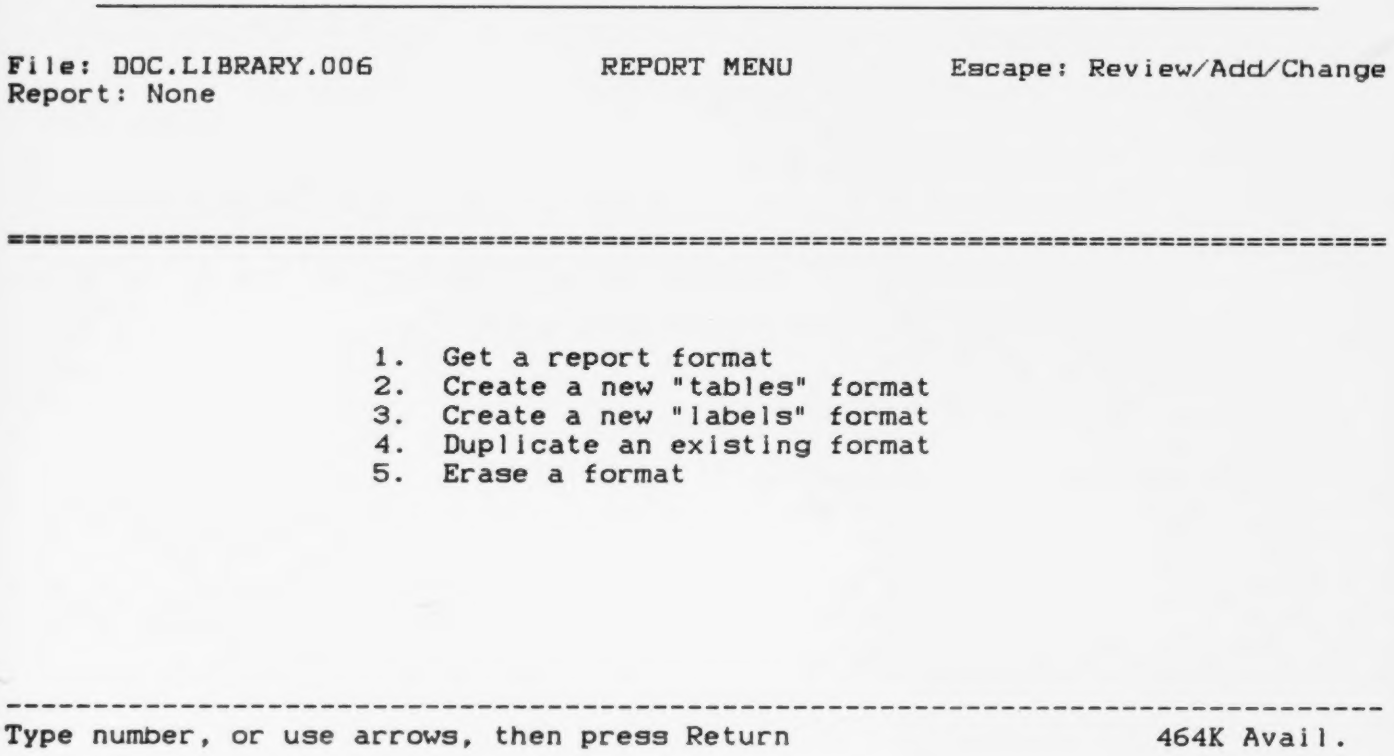
01. In The Beginning. In the beginning, prior to starting the printing operation, your data base file should appear similar to the example shown in Figure 1.



```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE               Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00735  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, B
00736  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, K
00737  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, S
00738  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, A
00739  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, Z
--------------------------------------------------------------------------------
Type entry or use @ commands                                         @-? for Help
```

Figure 1. An example Data Base File.

02. Selecting A Print Format. To enter the print option, press the OPEN-APPLE and the "P" keys at the same time. As a result of this action, your screen should appear identical to the picture shown in Figure 2. Note that the program provides us with 5 options; (1) Get a report format; (2) Create a new "Tables" format; (3) Create a new "Labels" format; (4) Duplicate an existing format, and; (5) Erase a format.



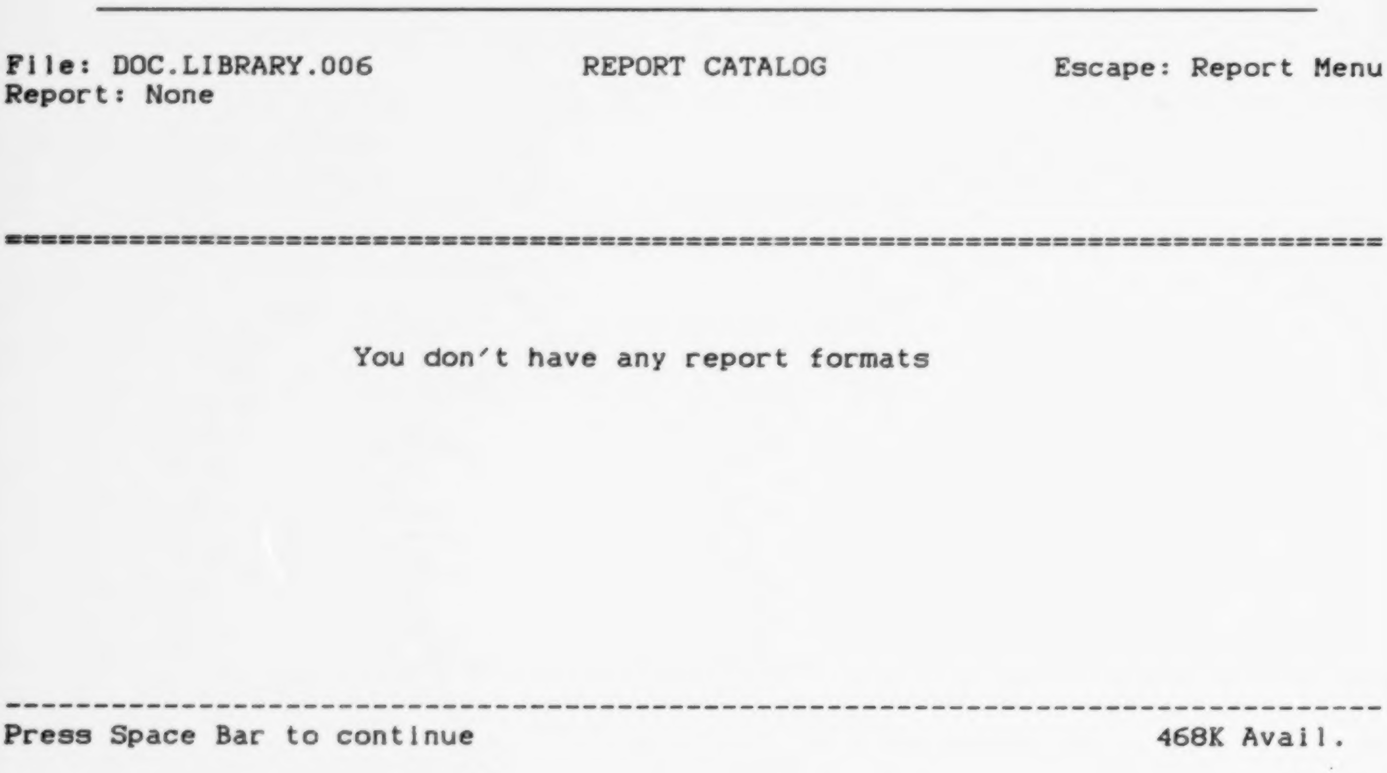
```
File: DOC.LIBRARY.006            REPORT MENU         Escape: Review/Add/Change
Report: None

==============================================================================

                    1.  Get a report format
                    2.  Create a new "tables" format
                    3.  Create a new "labels" format
                    4.  Duplicate an existing format
                    5.  Erase a format

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       464K Avail.
```

Figure 2. The Monitor Screen After Exercising The Initial Print Option

a. Select the first option as follows.

(1) Insure the option is highlighted by pressing the UP-ARROW key if necessary.

(2) Press the RETURN key once. The monitor screen will appear like the picture shown in Figure 3, indicating that a format cannot be accessed because it has not yet been constructed.



```
File: DOC.LIBRARY.006           REPORT CATALOG           Escape: Report Menu
Report: None

================================================================================

                  You don't have any report formats









--------------------------------------------------------------------------------
Press Space Bar to continue                                          468K Avail.
```

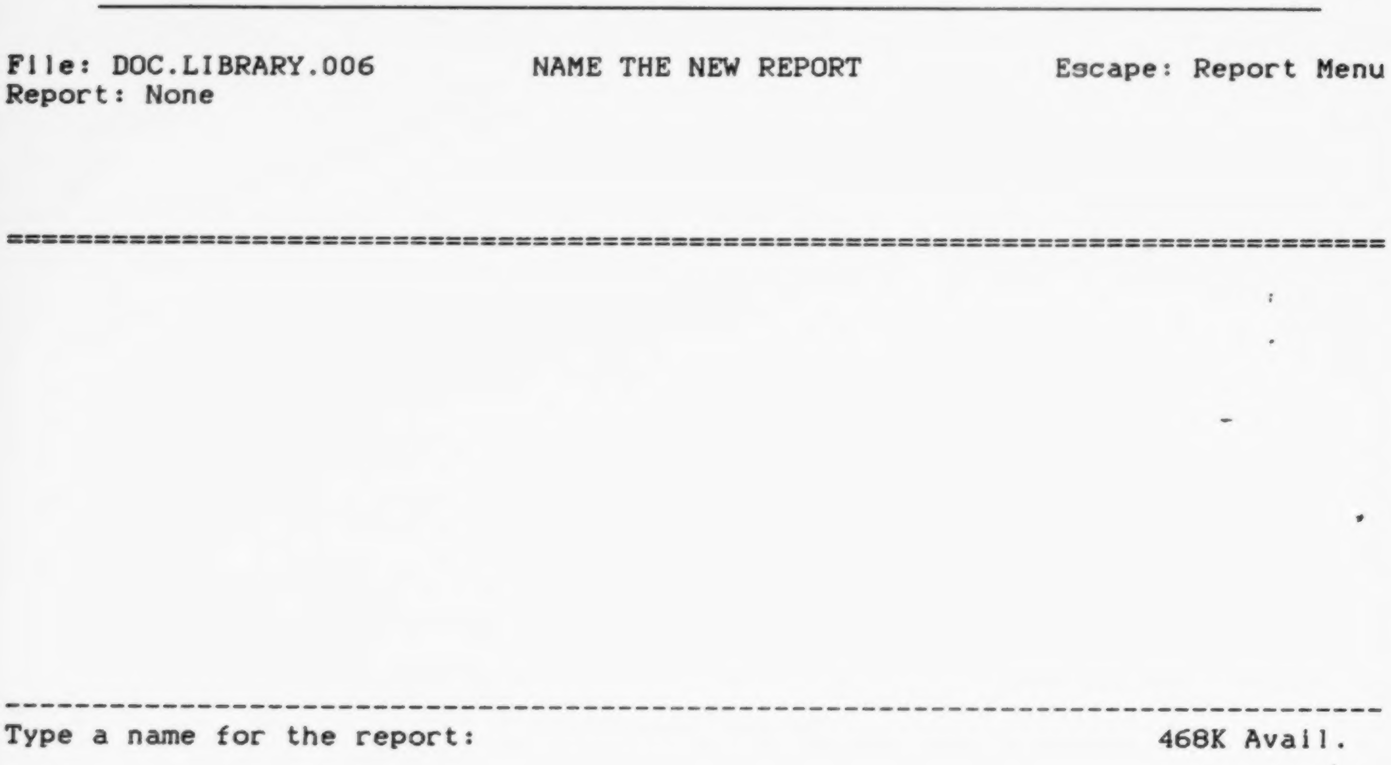
Figure 3. The Monitor Screen After Selecting The "Get a report format" Option.

b. Return to the Report Menu by pressing the ESC key once.

c. Select the tables format option as follows.

   (1) Insure that option #2 in highlighted.

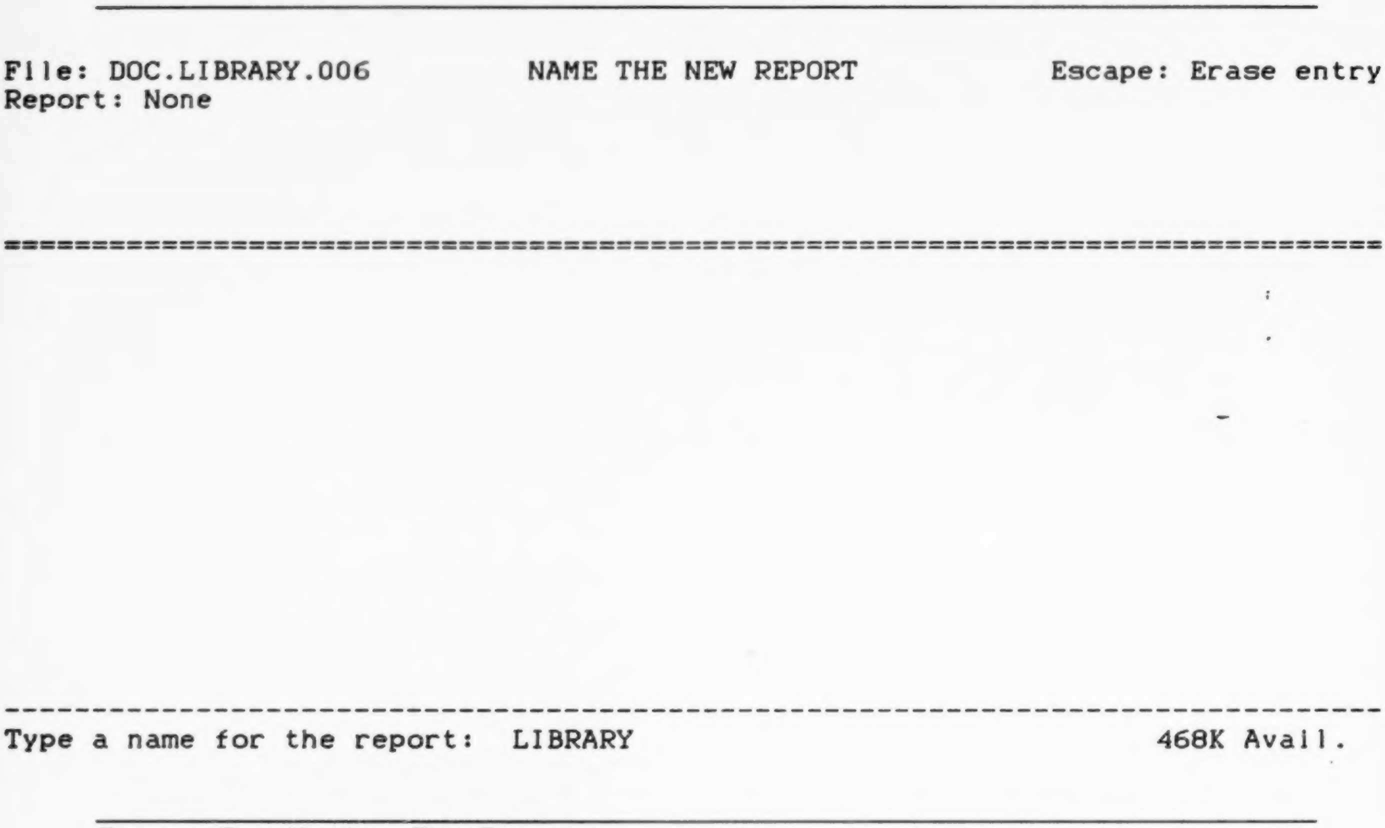
   (2) Press the RETURN key once. The monitor screen now appears identical to Figure 4.



```
File: DOC.LIBRARY.006        NAME THE NEW REPORT        Escape: Report Menu
Report: None

===========================================================================



---------------------------------------------------------------------------
Type a name for the report:                                    468K Avail.
```

Figure 4. The Monitor Screen After Selecting The Tables Format Option.

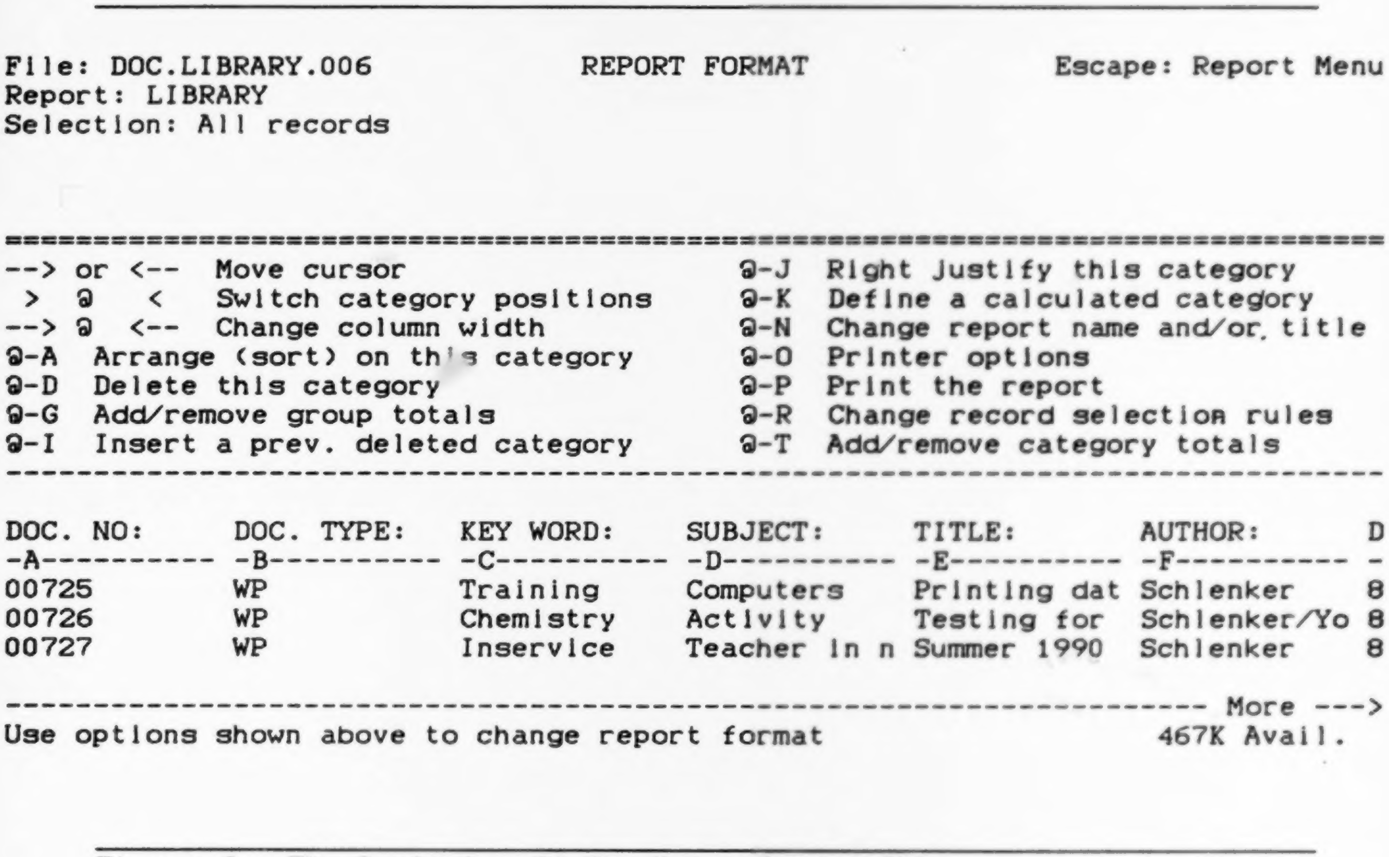
c. Name the report by typing the name you wish to appear at the top of the page when the file has been printed. An example is shown in Figure 5.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: None


================================================================================








--------------------------------------------------------------------------------
Type a name for the report:  LIBRARY                                468K Avail.
```

Figure 5. Naming The Report.

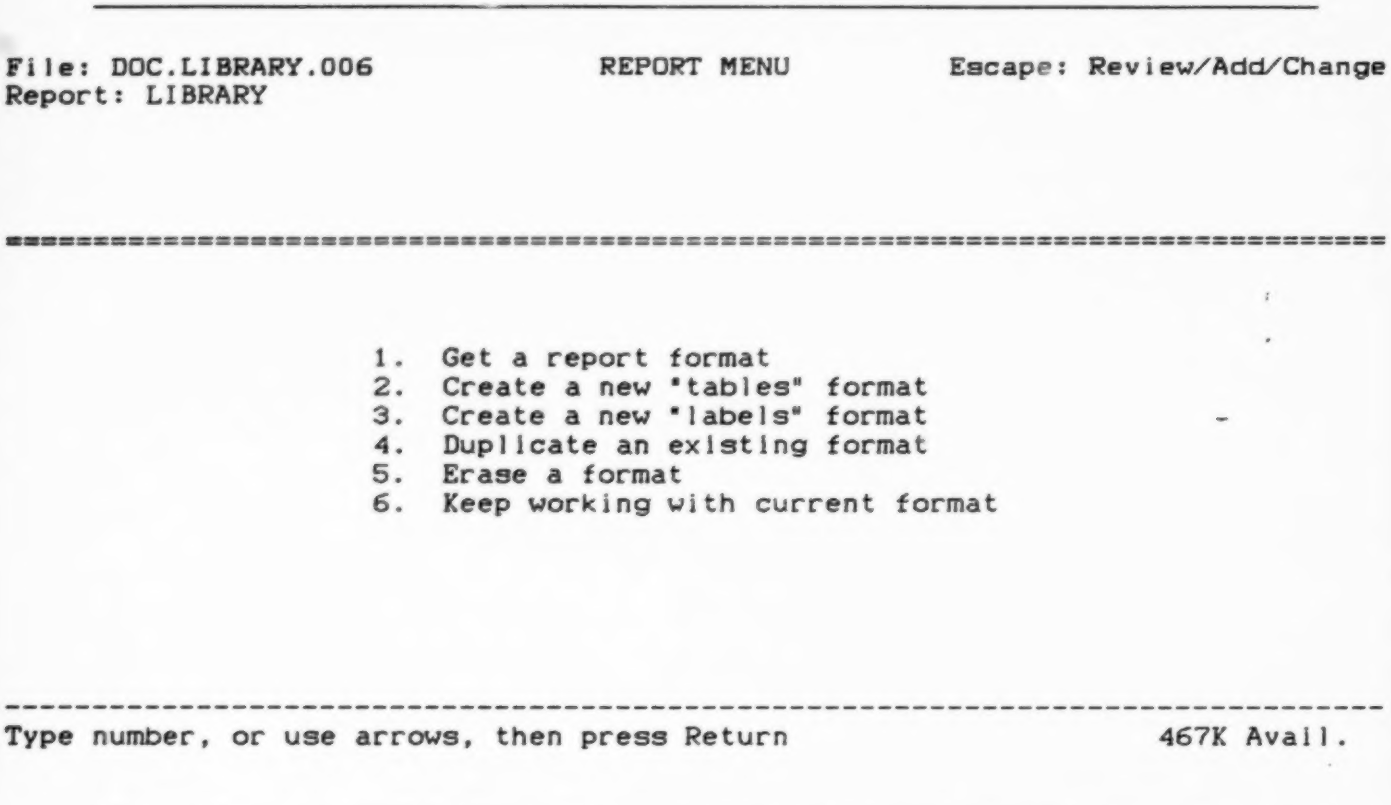
d. Enter the print options phase by pressing the RETURN key once. The monitor screen changes to appear like the example shown in Figure 6.



```
File: DOC.LIBRARY.006          REPORT FORMAT           Escape: Report Menu
Report: LIBRARY
Selection: All records

==============================================================================
--> or <--   Move cursor                    @-J  Right justify this category
 > @  <      Switch category positions      @-K  Define a calculated category
--> @ <--    Change column width            @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00725        WP           Training     Computers    Printing dat Schlenker    8
00726        WP           Chemistry    Activity     Testing for  Schlenker/Yo 8
00727        WP           Inservice    Teacher in n Summer 1990  Schlenker    8

---------------------------------------------------------------------- More --->
Use options shown above to change report format                    467K Avail.
```

Figure 6. The Beginning Of The Print Option Phase.

e. Return to the Report Menu by pressing the ESC key once. The screen now appears like that shown in Figure 7.



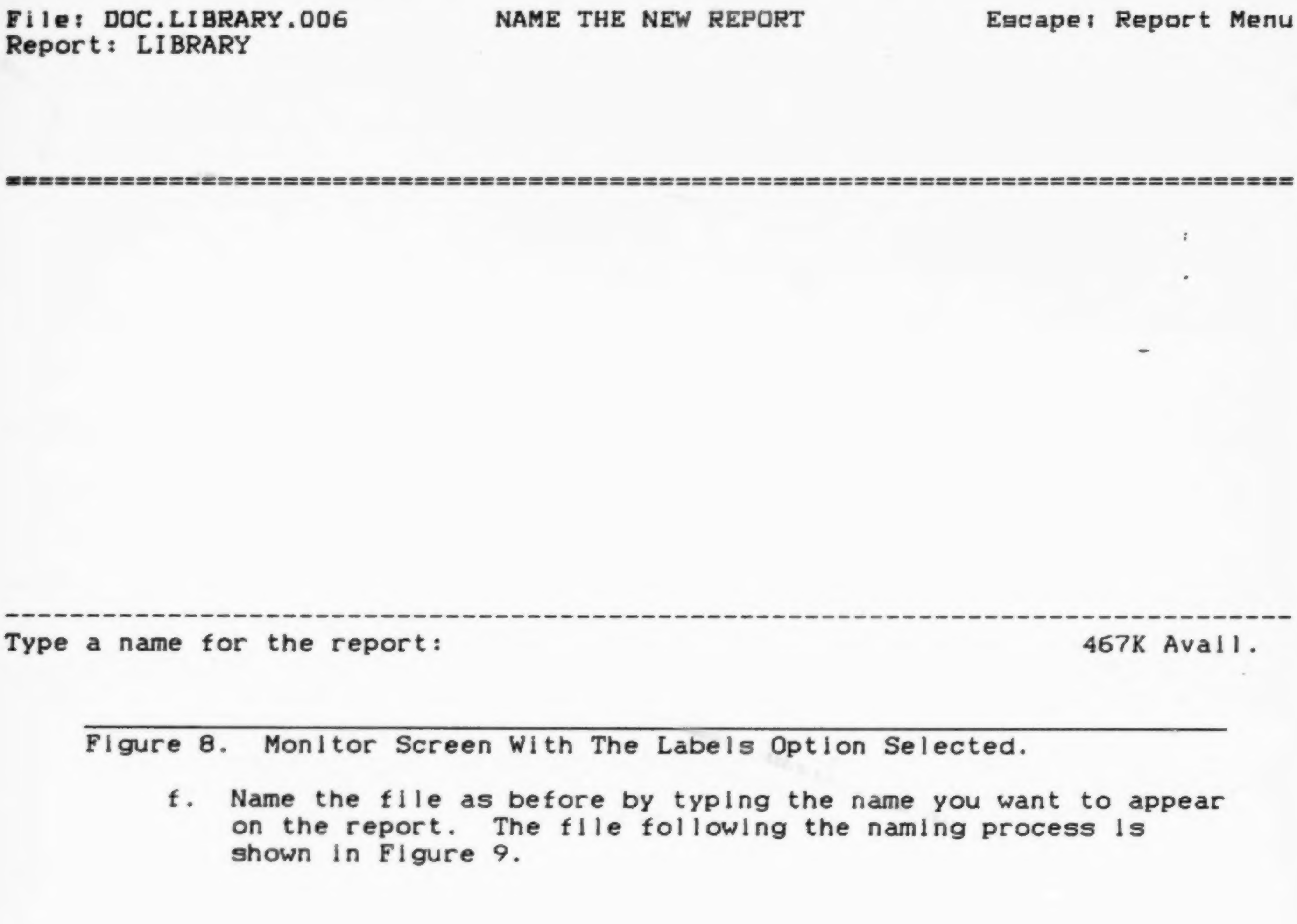
```
File: DOC.LIBRARY.006            REPORT MENU          Escape: Review/Add/Change
Report: LIBRARY



=================================================================================


                     1.  Get a report format
                     2.  Create a new "tables" format
                     3.  Create a new "labels" format
                     4.  Duplicate an existing format
                     5.  Erase a format
                     6.  Keep working with current format



---------------------------------------------------------------------------------
Type number, or use arrows, then press Return                           467K Avail.
```

Figure 7. The Monitor After Returning To The Report Menu.

e. Select the labels format as follows.

(1) Press the DOWN-ARROW key twice to highlight the desired option.

(2) Press the RETURN key once. Now examine Figure 8.



```
File: DOC.LIBRARY.006         NAME THE NEW REPORT          Escape: Report Menu
Report: LIBRARY



===============================================================================









-------------------------------------------------------------------------------
Type a name for the report:                                       467K Avail.
```

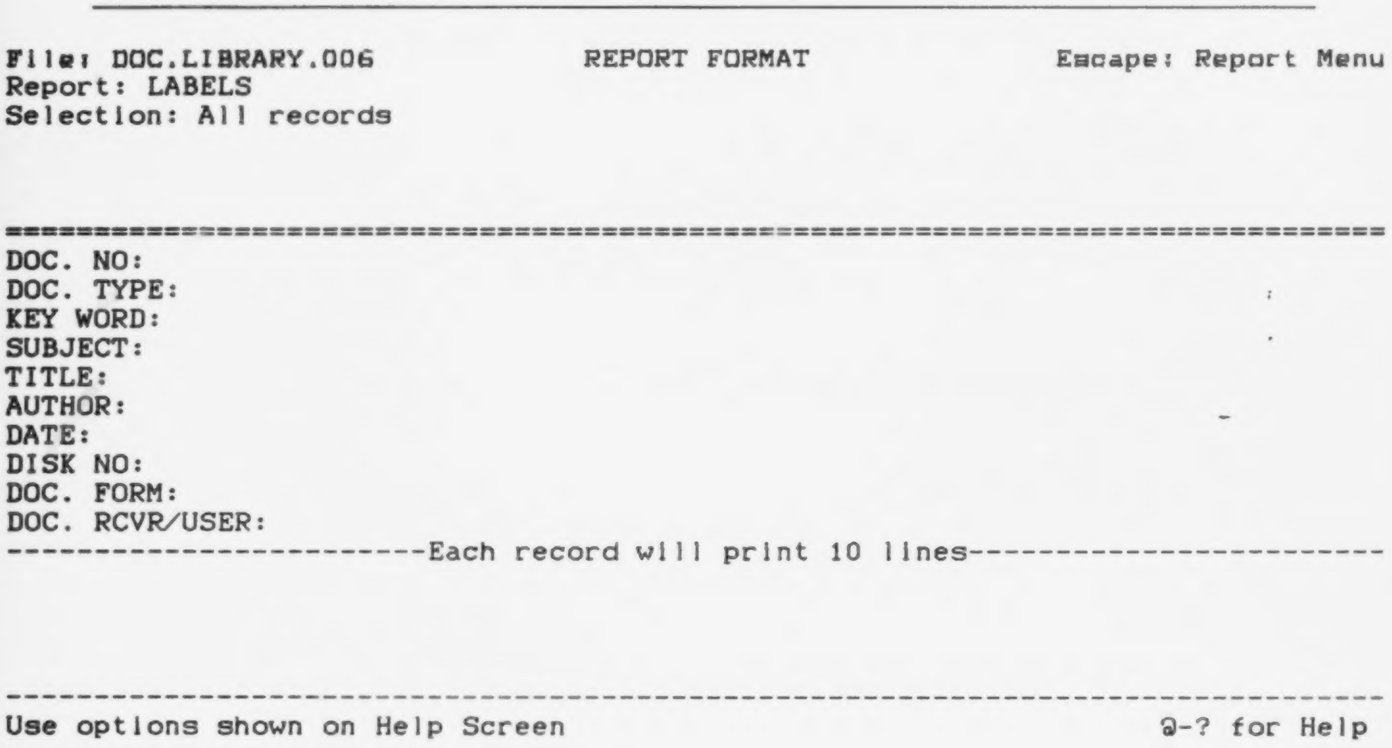
Figure 8. Monitor Screen With The Labels Option Selected.

f. Name the file as before by typing the name you want to appear on the report. The file following the naming process is shown in Figure 9.

```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: LIBRARY

===============================================================================











-------------------------------------------------------------------------------
Type a name for the report:  LABELS                                 467K Avail.
```

Figure 9. The Report After It Has Been Named.

g. Enter the print option phase by pressing the RETURN key once. The screen changes to appear like the example shown in Figure 10.



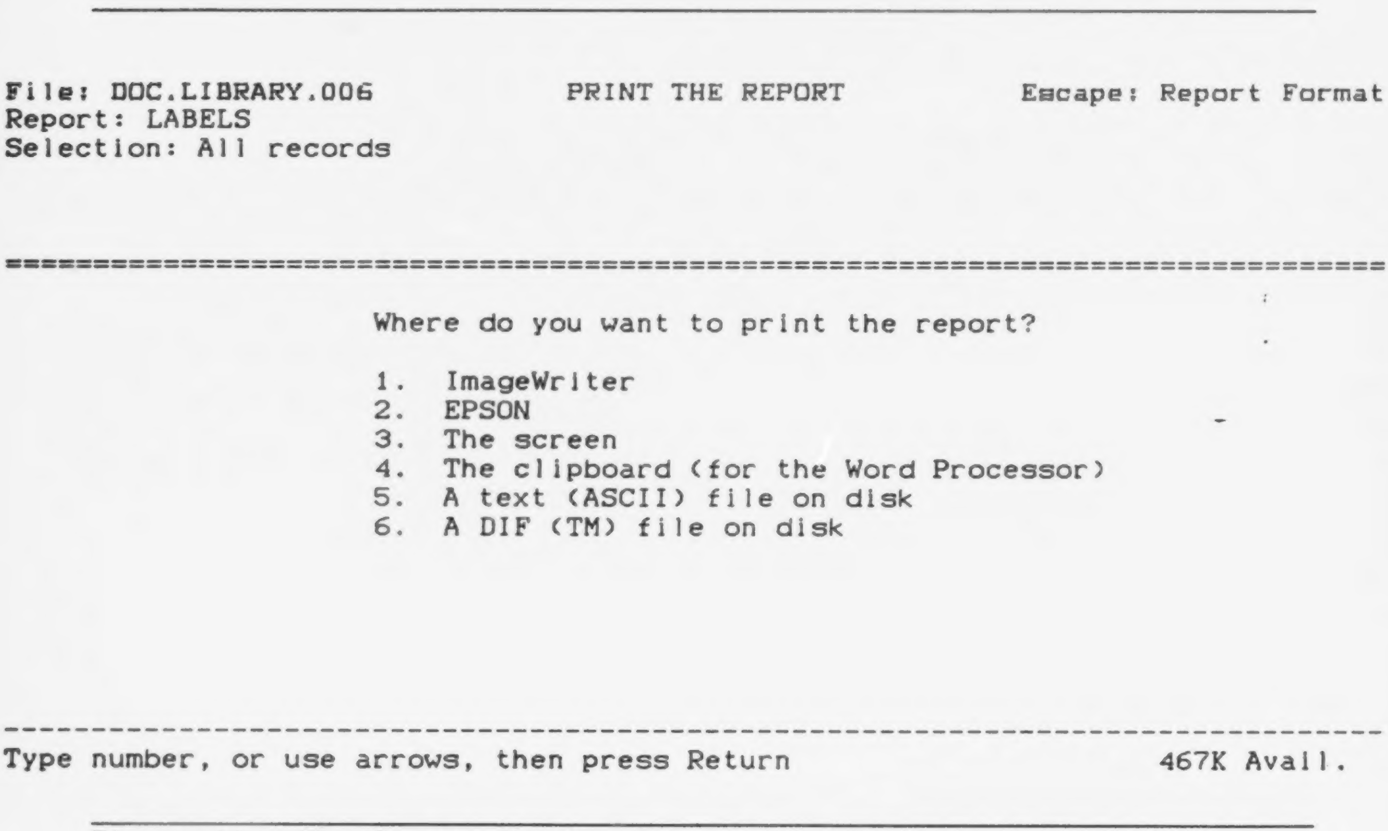
```
File: DOC.LIBRARY.006              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


=================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines-------------------------



---------------------------------------------------------------------------------
Use options shown on Help Screen                                     @-? for Help
```

Figure 10. The Screen After Entering The Print Option Phase.

03. <u>Selecting A Printer</u>. Since we are not interested in investigating print options but rather actually printing a report, we shall proceed, first printing the report using the labels format and then the tables format.

    a. Printing The Report In Labels Format.

        (1) Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now appears identical to the picture shown in Figure 11.

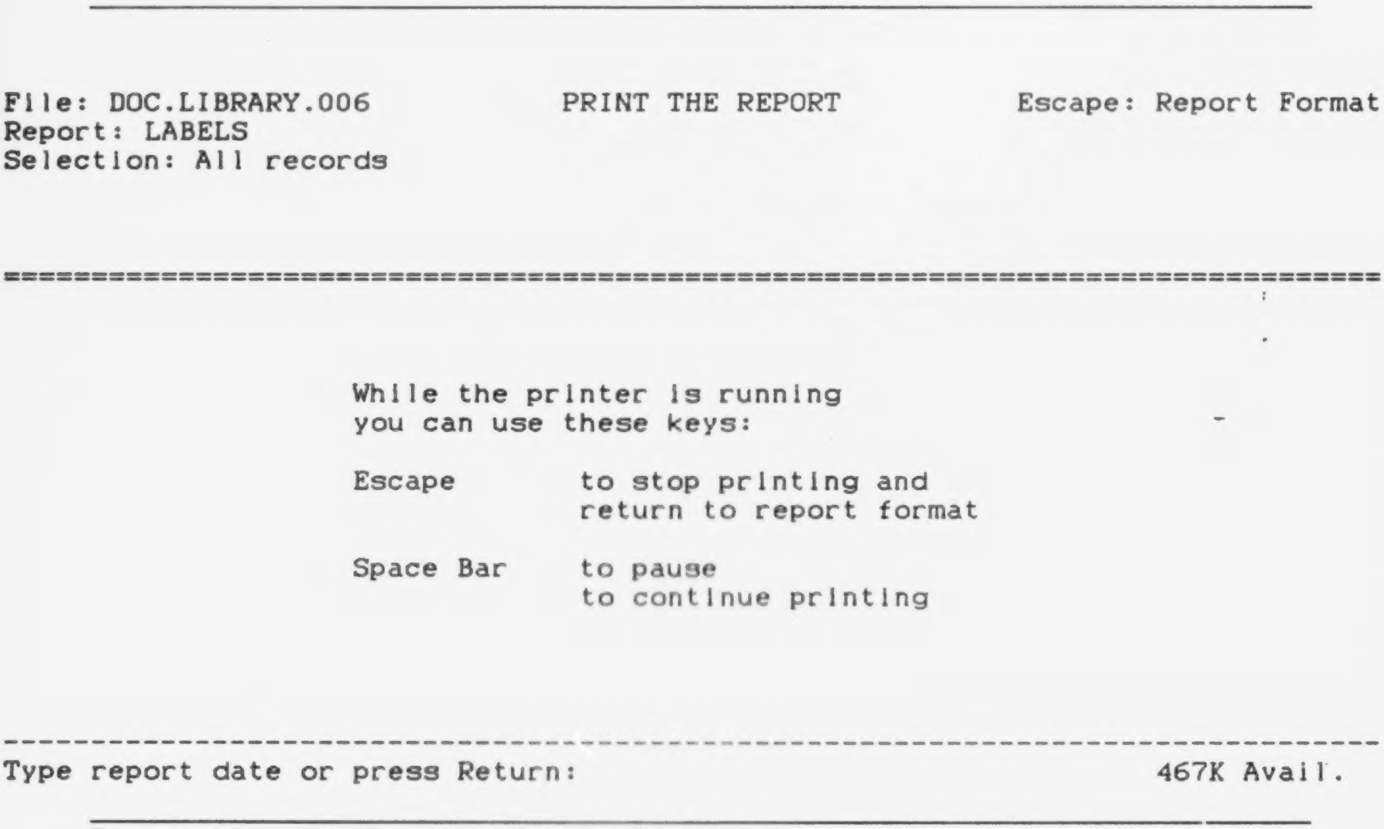


```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

==============================================================================

                     Where do you want to print the report?

                     1.  ImageWriter
                     2.  EPSON
                     3.  The screen
                     4.  The clipboard (for the Word Processor)
                     5.  A text (ASCII) file on disk
                     6.  A DIF (TM) file on disk



------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      467K Avail.
```

Figure 11. The Screen Showing The Select A Printer Options.

(2) Highlight the type of printer you have by using the DOWN-ARROW key. Many Apple systems use the ImageWriter printer. If the type of printer interfaced with your system is not shown here, consult your AppleWorks instruction book to obtain directions regarding how to alter the AppleWorks program so that the printer you have can be used. That procedure makes use of option #7 of the "Other Options" menu, reached through the "Main Menu."

(3) Press the RETURN key once. The monitor screen now looks like the picture shown in Figure 12.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

==============================================================================

                    While the printer is running
                    you can use these keys:

                    Escape        to stop printing and
                                  return to report format

                    Space Bar     to pause
                                  to continue printing

------------------------------------------------------------------------------
Type report date or press Return:                                 467K Avail.
```

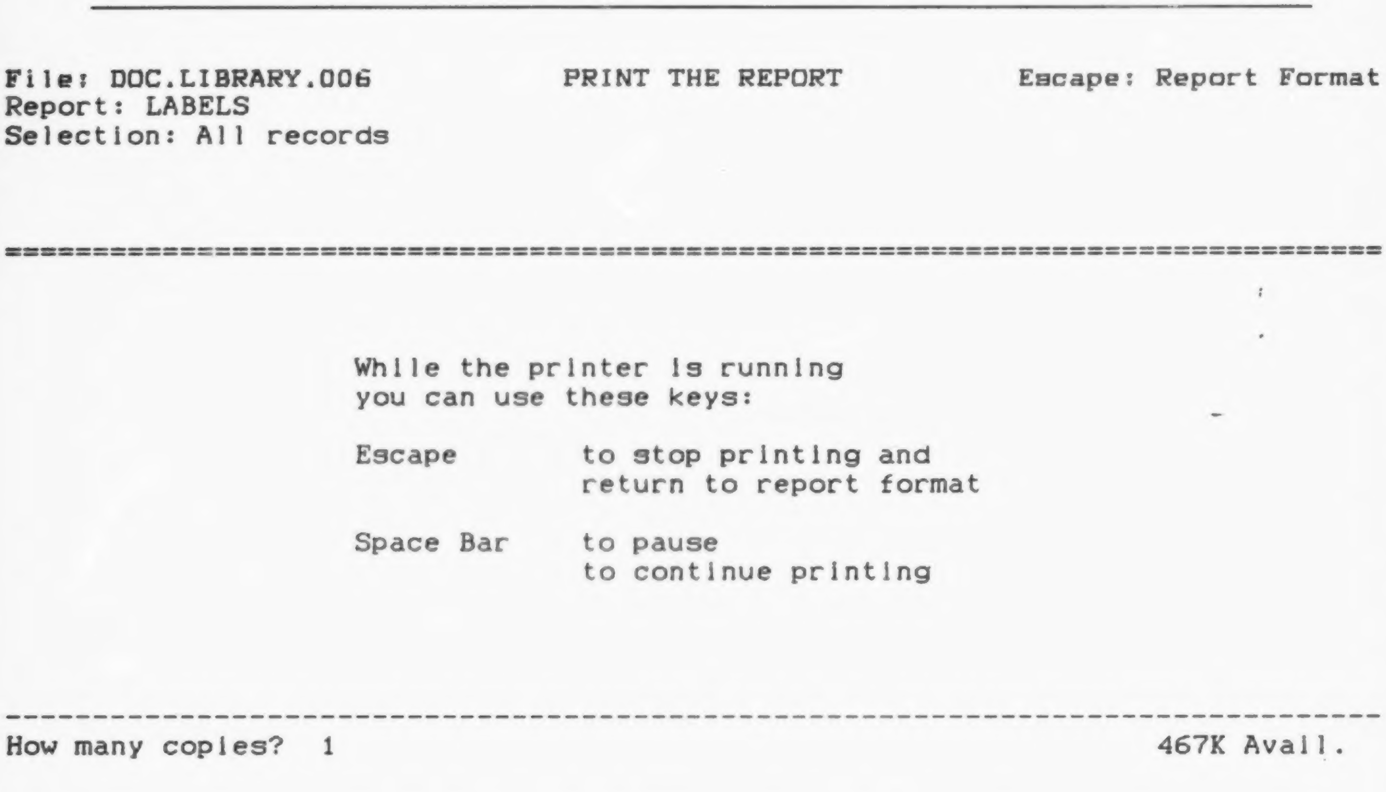
Figure 12. The Monitor Screen After Selecting The Correct Printer.

(4) Type the report date as directed on the screen. Figure 13 shows the monitor screen after accomplishing this task.

```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Erase entry
Report: LABELS
Selection: All records

==============================================================================

                       While the printer is running
                       you can use these keys:

                       Escape       to stop printing and
                                    return to report format

                       Space Bar    to pause
                                    to continue printing

------------------------------------------------------------------------------
Type report date or press Return:  89MAY24                        467K Avail.
```

Figure 13. The Monitor Showing The Report Date Typed.

(5) Press the RETURN key once and examine Figure 14.



```
File: DOC.LIBRARY.006         PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing


--------------------------------------------------------------------------------
How many copies?  1                                                467K Avail.
```

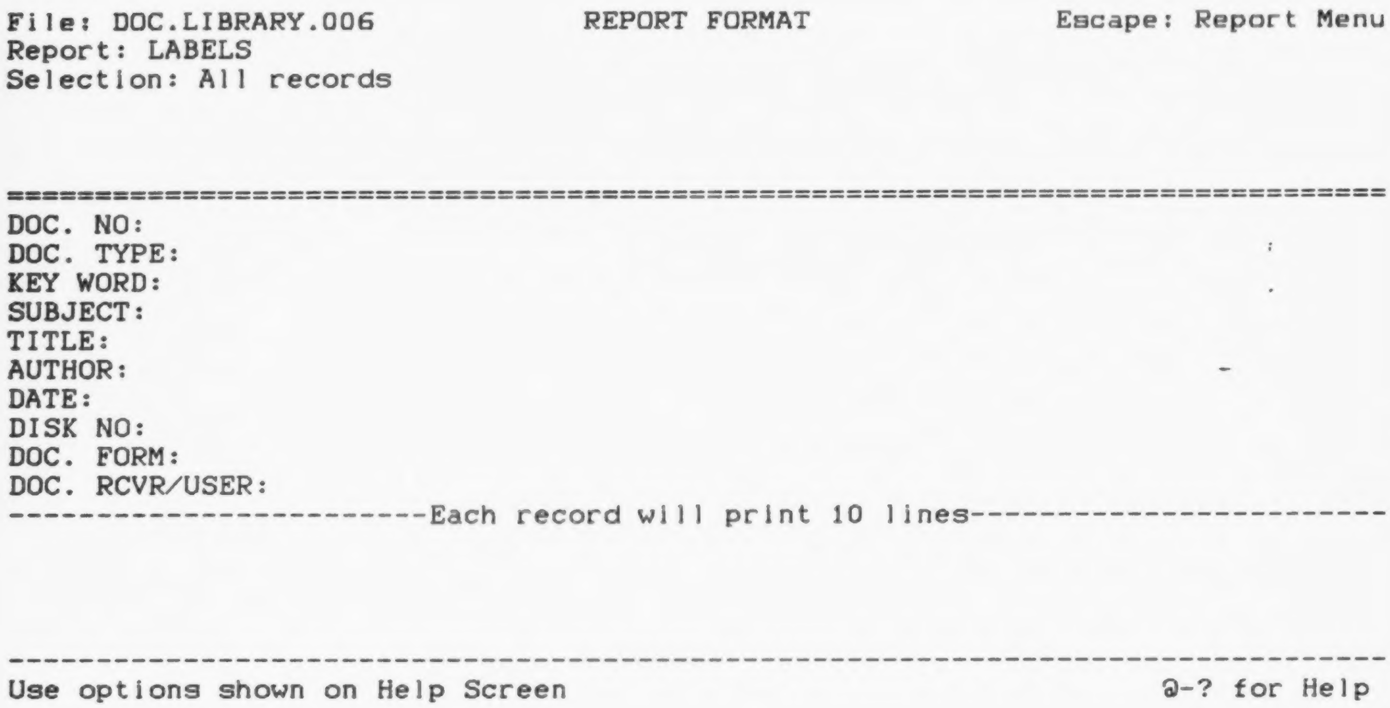
Figure 14. The Monitor Screen With The Report Date Entered.

(6) Select the number of copies you wish the computer to print as follows:

(a) Type number.

(b) Press the RETURN key once. Pressing the RETURN key automatically causes the printer to begin printing, provided it is turned on, has paper, and so on. Following the printing, the screen appears as it does in Figure 15. An example of the printed copy is shown in Figure 16.

(c) If you desire to print only one copy of the report, press the RETURN key without selecting a number. In this case, 1 will automatically be selected. Pressing the RETURN key causes the printer to begin printing. Following the printing, the screen appears as it does in Figure 15.



```
File: DOC.LIBRARY.006           REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



-----------------------------------------------------------------------------
Use options shown on Help Screen                                @-? for Help
```

Figure 15. The Screen After The Printing Operation Has Been Completed.

```
File:    DOC.LIBRARY.006                                                        Page 1
Report: LABELS                                                                89MAY24

00725
WP
Training
Computers
Printing data base files
Schlenker
89MAY15
000098(AppleWorks) side 2
Letter
ERIC
00726
WP
Chemistry
Activity
Testing for acids and bases using a computer data base
Schlenker/Yoshida
89MAY15
000098(AppleWorks) side 2.
Article
Journal of College Science Teaching
```

Figure 16. An Example Of The Printed Report.

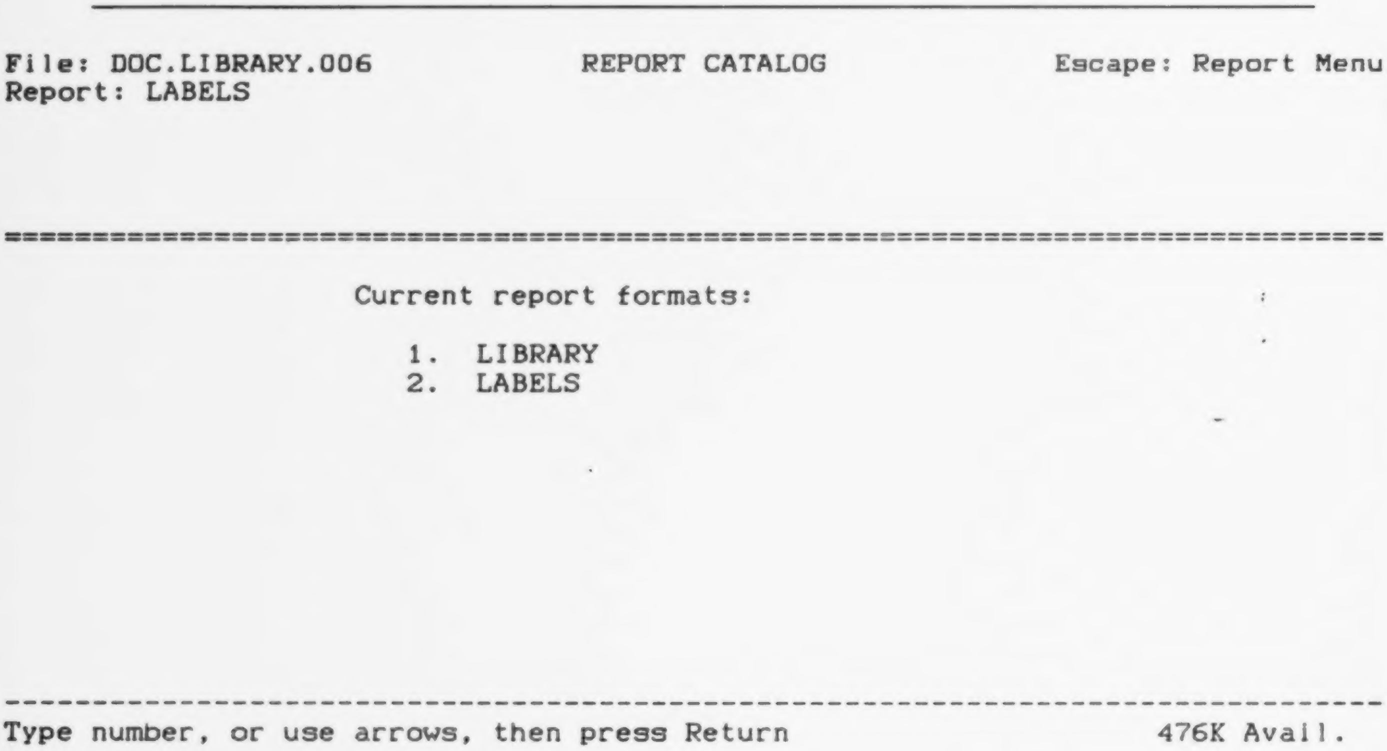
b. Printing The Report In The Tables Format.

(1) Return to the print options as follows.

(a) Press the ESC key once. This action takes you to the Report Format selections.

(2) Select the "Get a report format option" by insuring that that choice is highlighted. If necessary, use the UP-ARROW key to accomplish the task.

(a) Press the RETURN key once. The screen now looks like the picture shown in Figure 17.



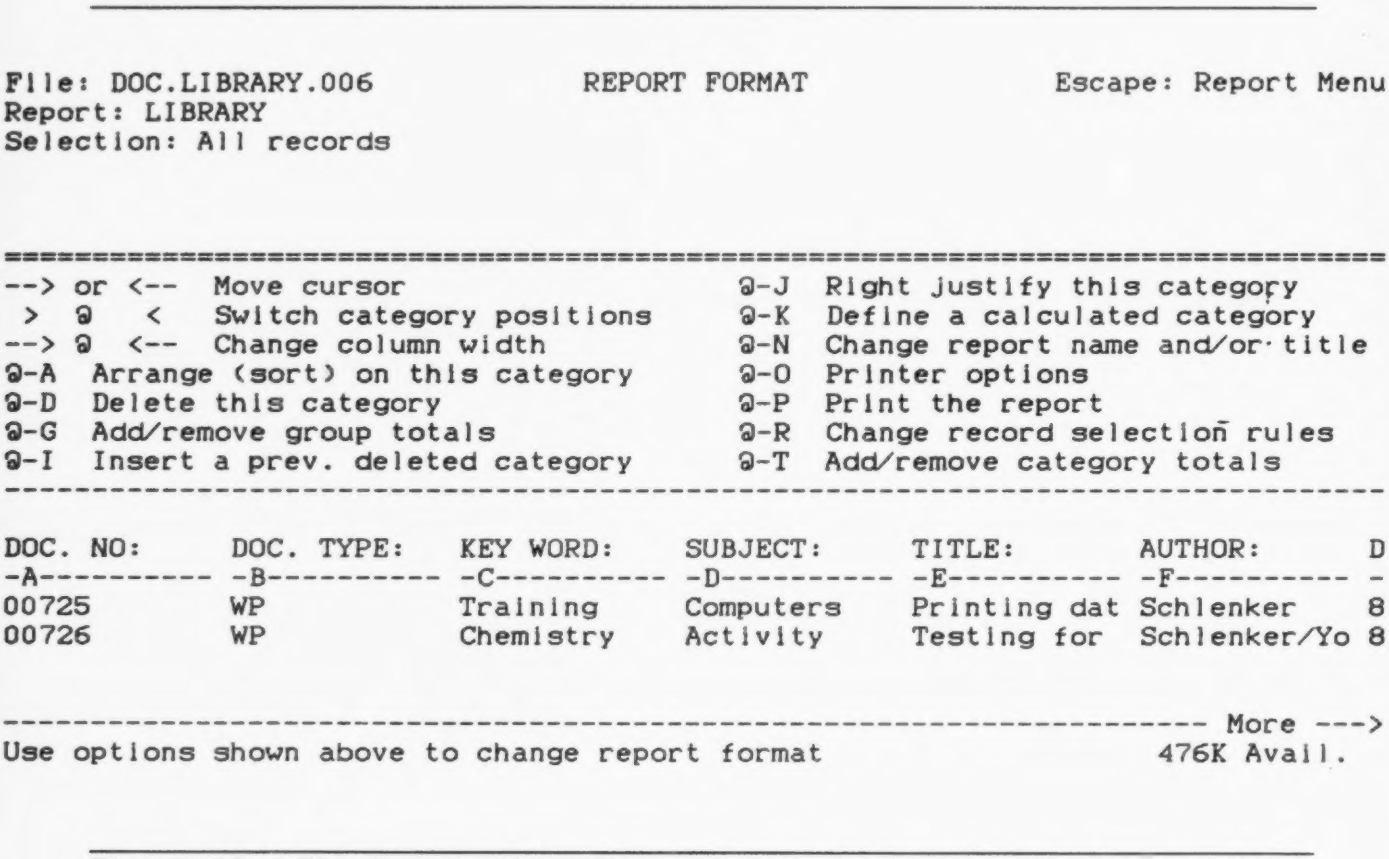
```
File: DOC.LIBRARY.006          REPORT CATALOG          Escape: Report Menu
Report: LABELS

==============================================================================
                    Current report formats:

                       1.  LIBRARY
                       2.  LABELS

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      476K Avail.
```

Figure 17. The Monitor Screen With "Get a report format option" Chosen.

(3) Select the tables format made earlier as follows:

(a) Highlight the proper report title using the ARROW keys.

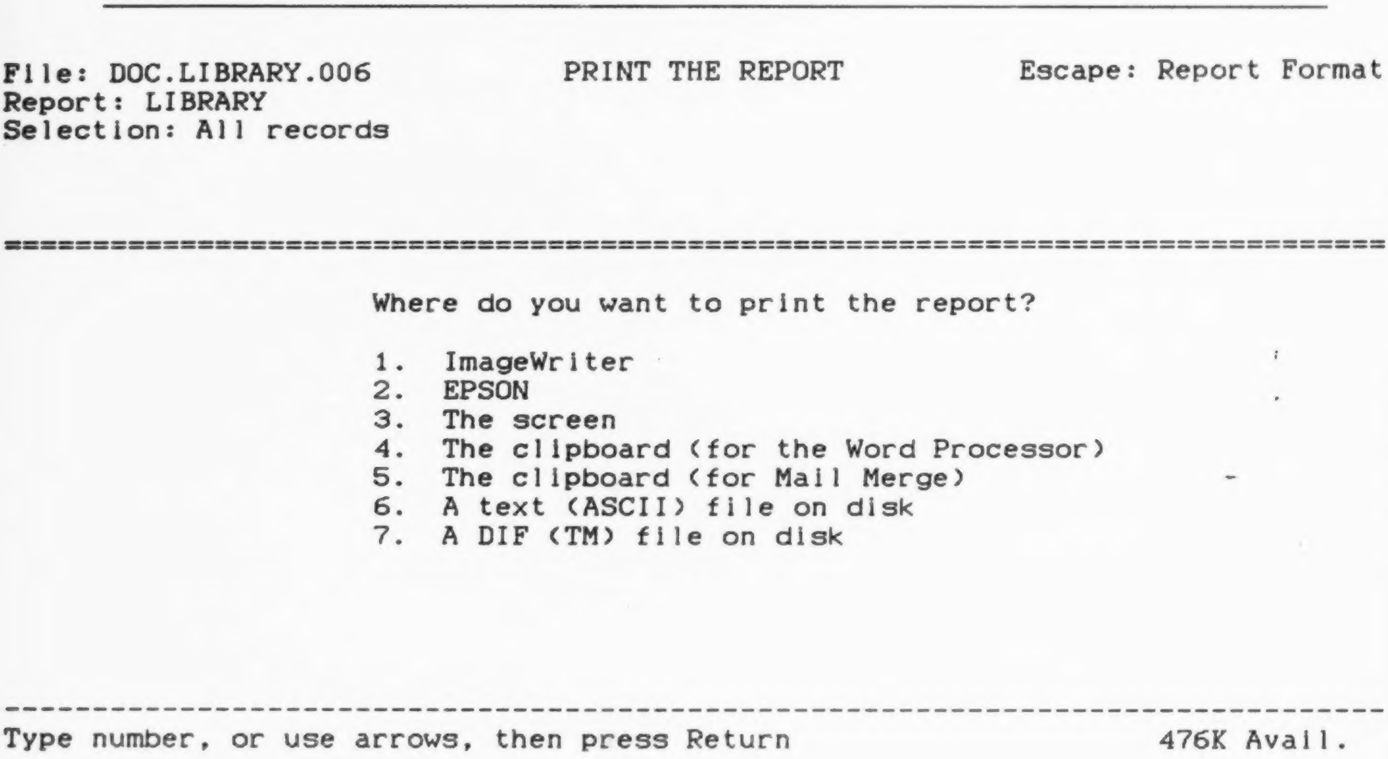
(b) Press the RETURN key once. The monitor screen changes to appear as the example in Figure 18.



```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LIBRARY
Selection: All records

==========================================================================
--> or <--   Move cursor                  ə-J  Right justify this category
 >  ə   <    Switch category positions    ə-K  Define a calculated category
--> ə  <--   Change column width          ə-N  Change report name and/or title
ə-A  Arrange (sort) on this category      ə-O  Printer options
ə-D  Delete this category                 ə-P  Print the report
ə-G  Add/remove group totals              ə-R  Change record selection rules
ə-I  Insert a prev. deleted category      ə-T  Add/remove category totals
--------------------------------------------------------------------------

DOC. NO:    DOC. TYPE:  KEY WORD:   SUBJECT:    TITLE:      AUTHOR:     D
-A--------- -B--------- -C--------- -D--------- -E--------- -F--------- -
00725       WP          Training    Computers   Printing dat Schlenker   8
00726       WP          Chemistry   Activity    Testing for Schlenker/Yo 8

---------------------------------------------------------------- More --->
Use options shown above to change report format              476K Avail.
```

Figure 18. The Screen After Returning To The Previously Constructed Tables format.

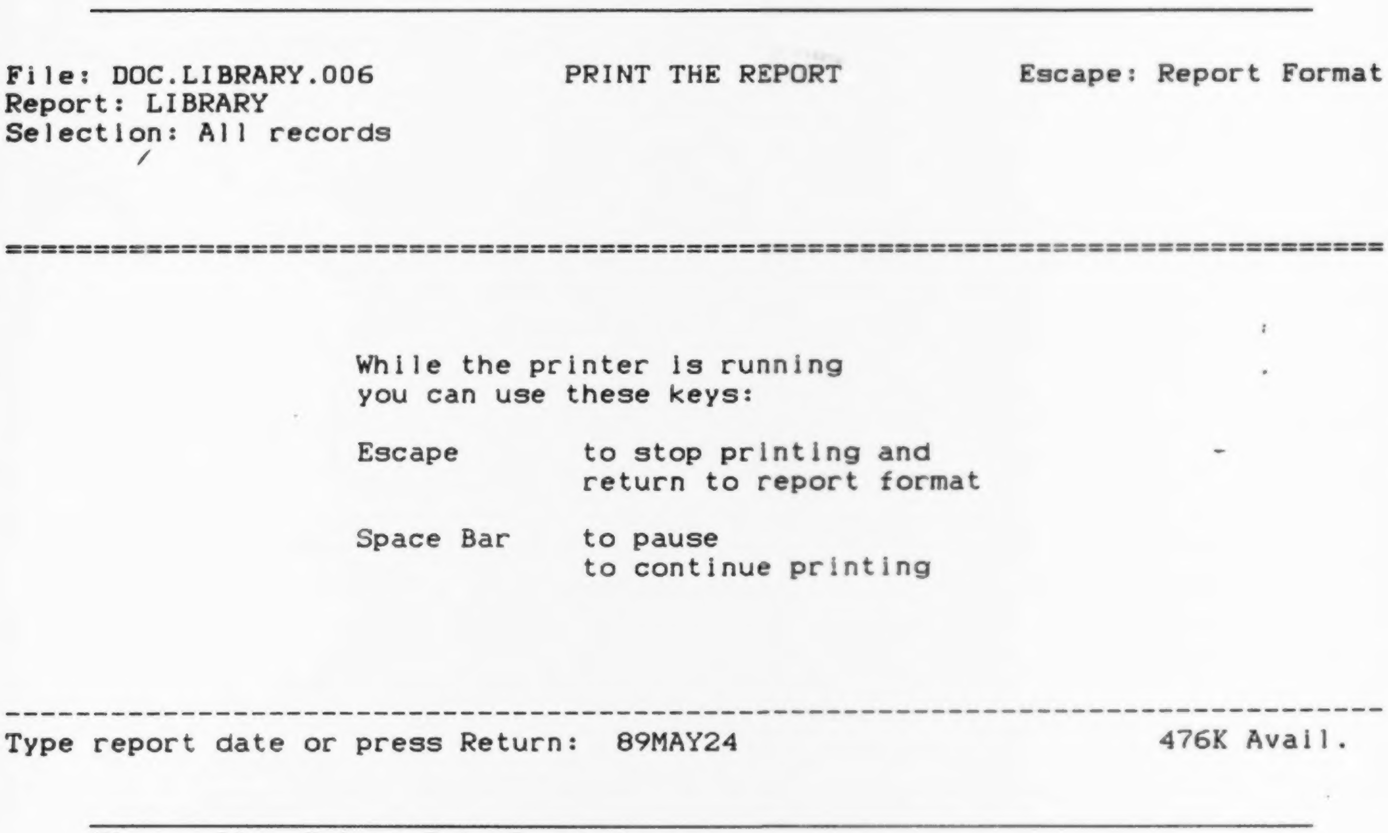
(4) Since we are not, as previously mentioned above, interested in exploring the various print options, press the OPEN-APPLE and the "P" keys at the same time. This action moves you to the select printer request (see Figure 19).



```
File: DOC.LIBRARY.006         PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

==============================================================================
                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  The clipboard (for Mail Merge)
                    6.  A text (ASCII) file on disk
                    7.  A DIF (TM) file on disk

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      476K Avail.
```

Figure 19. Printer Select Request.

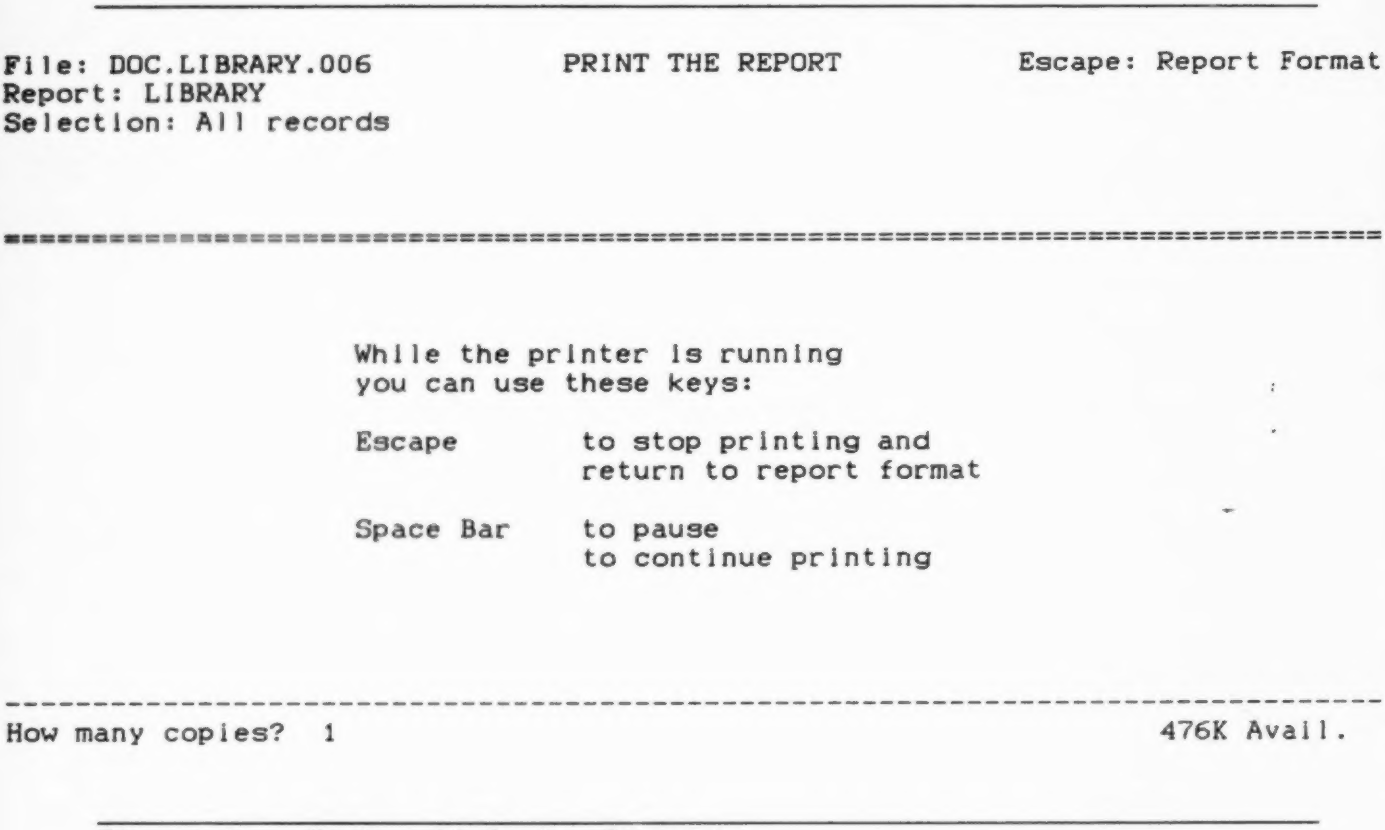
(5) Use the ARROW keys to select the proper printer and then press the RETURN key once. This brings you to the select date request (see Figure 20).



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape          to stop printing and
                                    return to report format

                    Space Bar       to pause
                                    to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:  89MAY24                           476K Avail.
```

Figure 20. Select Date Request.

(6) Type the date and press the RETURN key once. You are now in the number of copies request (see Figure 21).

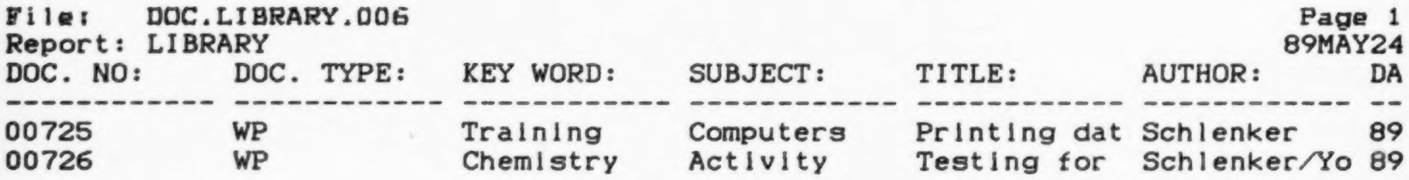


```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LIBRARY
Selection: All records

================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape          to stop printing and
                                    return to report format

                    Space Bar       to pause
                                    to continue printing

--------------------------------------------------------------------------------
How many copies?  1                                                  476K Avail.
```

Figure 21. Number Of Copies Request.

(7) Type the number of copies and press the RETURN key once. The printer will automatically begin to print (providing it is energized and setup correctly).

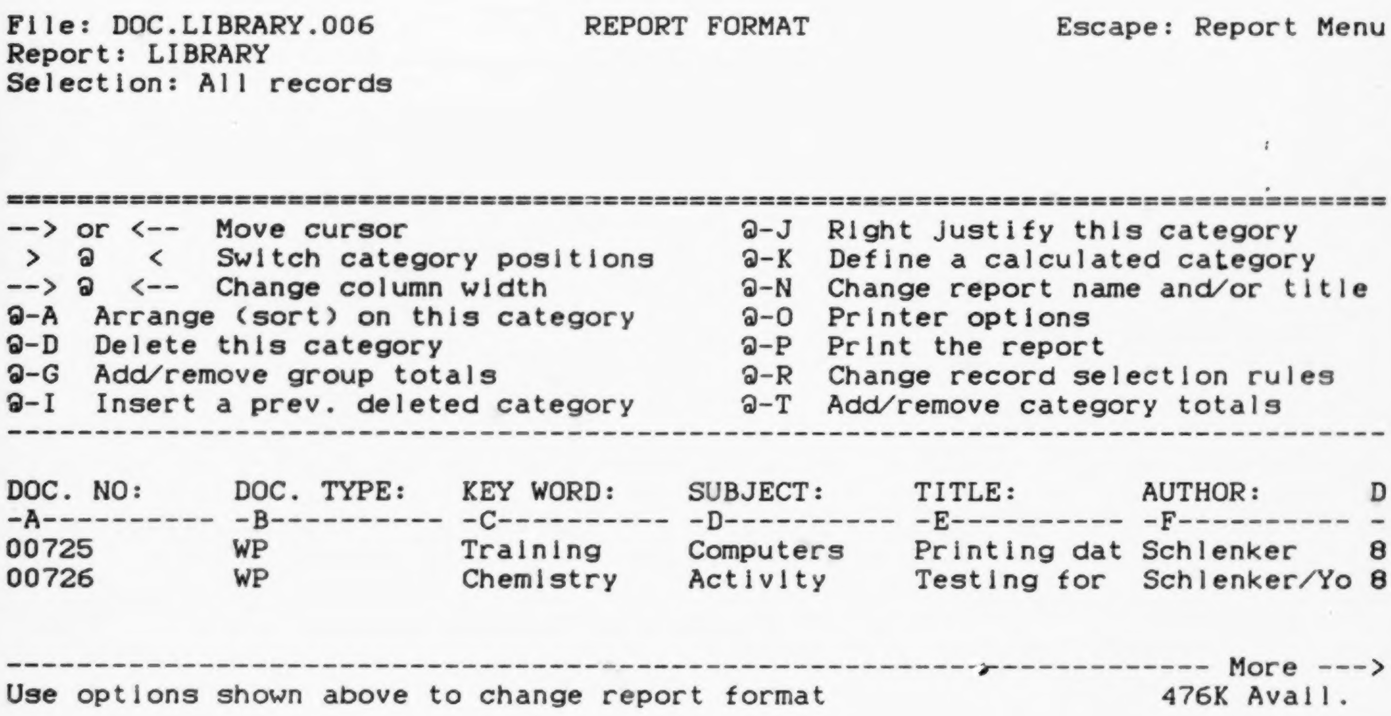
(a) An example of the printed report is shown in Figure 22.



```
File:    DOC.LIBRARY.006                                                              Page 1
Report: LIBRARY                                                                     89MAY24
DOC. NO:      DOC. TYPE:     KEY WORD:      SUBJECT:       TITLE:         AUTHOR:       DA
------------  ------------  ------------  ------------  ------------  ------------  --
00725         WP            Training      Computers     Printing dat  Schlenker     89
00726         WP            Chemistry     Activity      Testing for   Schlenker/Yo  89
```

Figure 22. The Screen Showing An Example Of The Printed Report.

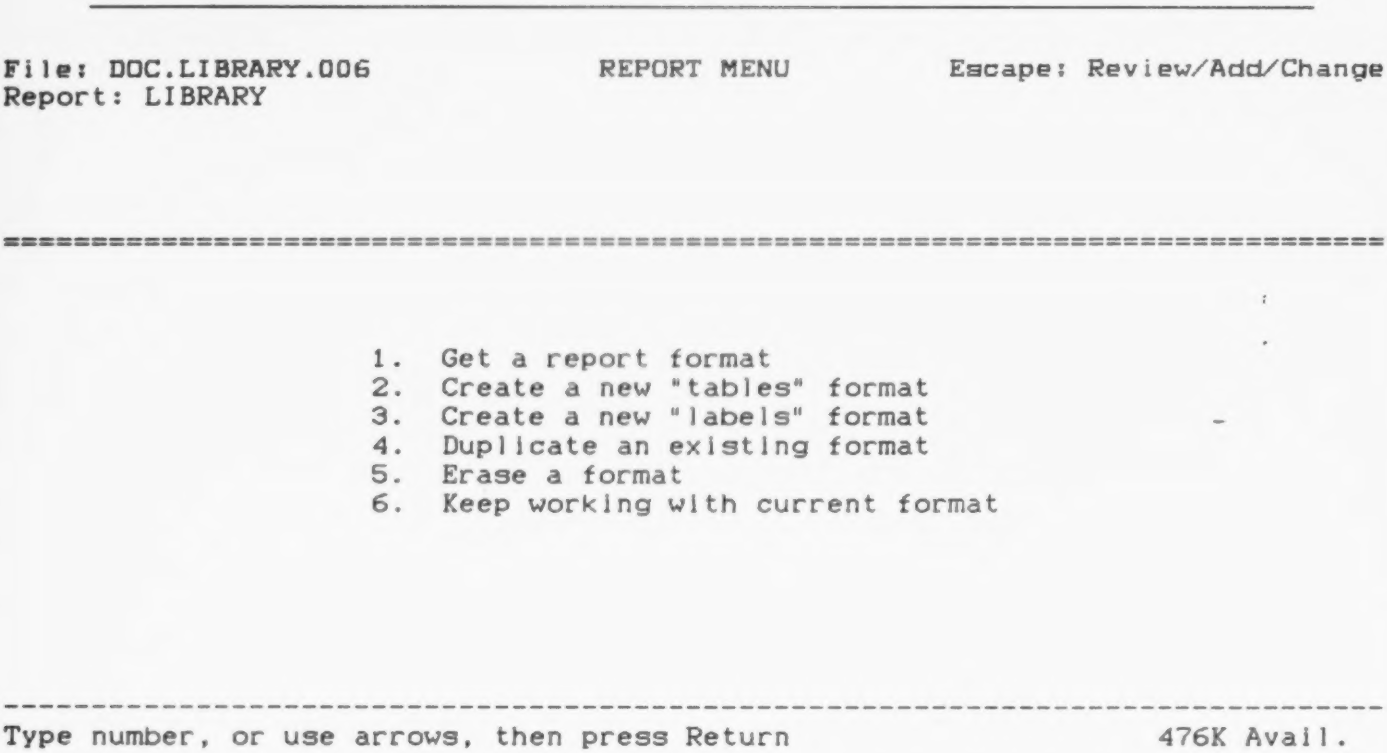
(b) Following the completion of the printing task, the screen will appear similar to the example shown in Figure 23.



```
File: DOC.LIBRARY.006             REPORT FORMAT            Escape: Report Menu
Report: LIBRARY
Selection: All records


==============================================================================
--> or <--   Move cursor                        @-J  Right justify this category
 >  @   <    Switch category positions          @-K  Define a calculated category
--> @  <--   Change column width                @-N  Change report name and/or title
@-A  Arrange (sort) on this category            @-O  Printer options
@-D  Delete this category                       @-P  Print the report
@-G  Add/remove group totals                    @-R  Change record selection rules
@-I  Insert a prev. deleted category            @-T  Add/remove category totals
------------------------------------------------------------------------------

DOC. NO:     DOC. TYPE:   KEY WORD:    SUBJECT:     TITLE:       AUTHOR:      D
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- -
00725        WP           Training     Computers    Printing dat Schlenker    8
00726        WP           Chemistry    Activity     Testing for  Schlenker/Yo 8

---------------------------------------------------------------------- More --->
Use options shown above to change report format                     476K Avail.
```

Figure 23. The Monitor Screen After The Printing Task Is Complete.

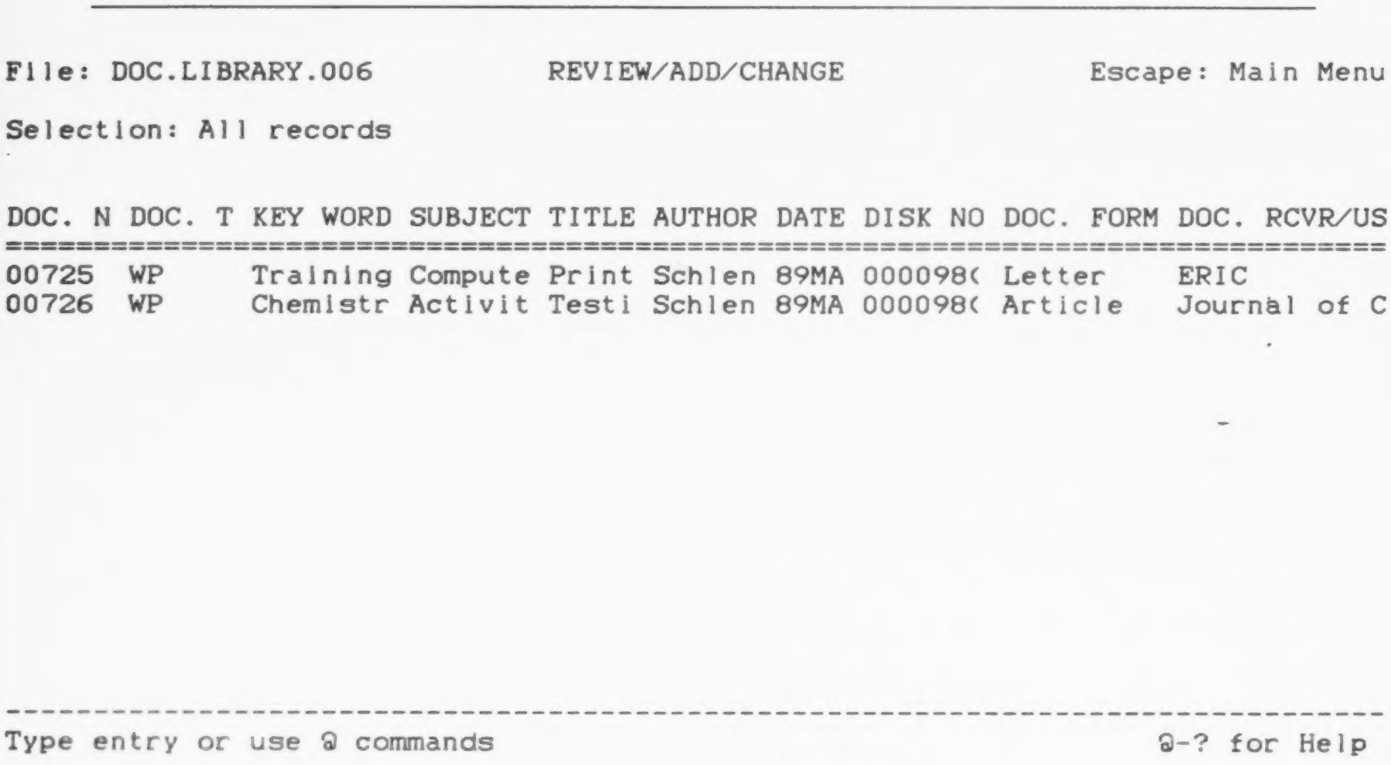
(8) Return to the "Report Menu" by pressing the ESC key once. Your screen will appear like the example in Figure 24. You can now print the report again in either format if you wish to do so.



```
File: DOC.LIBRARY.006          REPORT MENU          Escape: Review/Add/Change
Report: LIBRARY

================================================================================

                  1.  Get a report format
                  2.  Create a new "tables" format
                  3.  Create a new "labels" format
                  4.  Duplicate an existing format
                  5.  Erase a format
                  6.  Keep working with current format

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                          476K Avail.
```

Figure 24. The Monitor Screen After Returning To The "Report Menu."

(9) Press the ESC key once (again) to return to the data base file. Your monitor screen will appear similar to the picture shown in Figure 25. It is now possible to enter additional data in the file and/or do other work on the file.



```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C








--------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 25. The Monitor Screen After Returning To The Data Base File.

EXERCISING APPLEWORKS V2.0
DATA BASE
PRINT OPTIONS
WITH THE APPLE IIGS COMPUTER

FIRST EDITION

By

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INTRODUCTION

"Exercising AppleWorks V2.0 Data Base Print Options With The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIGS computers which have a two disk drives. In addition, it can be used with Apple IIGS computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using two disk drives; one 5 1/4" drive and one 3 1/2" drive. Version (V) 2.0 of the AppleWorks program also was used during its development. The pictures one sees in the Figures provided below are those that will be seen when V2.0 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. There, however, may be some slight differences in both the pictures one sees on the monitor screen and the procedures to be followed. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.
2. Two disk drives.
3. A copy of the AppleWorks computer program V2.0.
4. One data disk on which there is a data base file stored.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.
2. Bootup the AppleWorks program.
3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen.
4. Exercise the initial data base print option using the OPEN-APPLE-P keys procedures. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIGS computer operators should be able to exercise the various data base print options using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

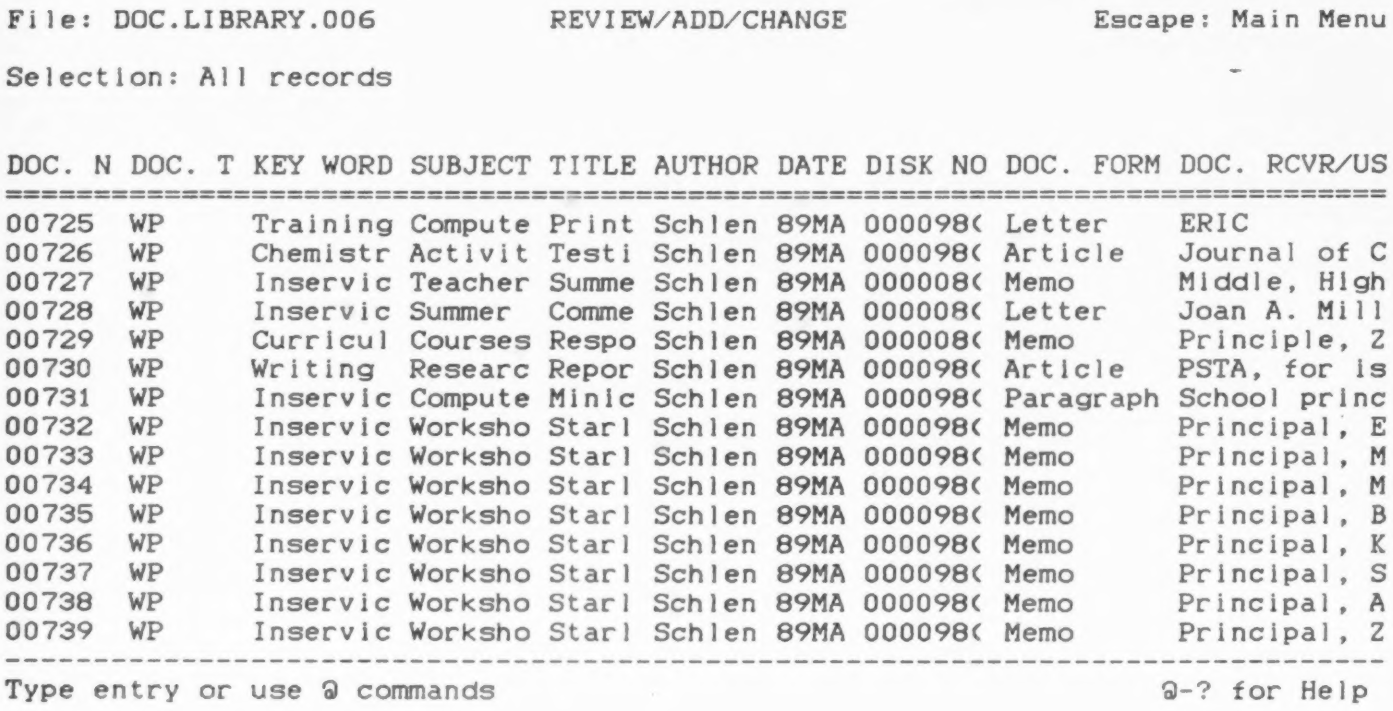
Mistakes found in this document are mine.

RMS

STEPS

DIRECTIONS

01. In The Beginning. There are two types of formats that can be used when printing AppleWorks data base files: labels, and; tables. The print options are somewhat different for each format. The labels format is discussed first. If you wish to print your file in a tables format and are interested in the print options for that format, proceed directly to Step 03. Bring the file to be printed to the Desktop. Your monitor screen will appear similar to the example shown in Figure 1.



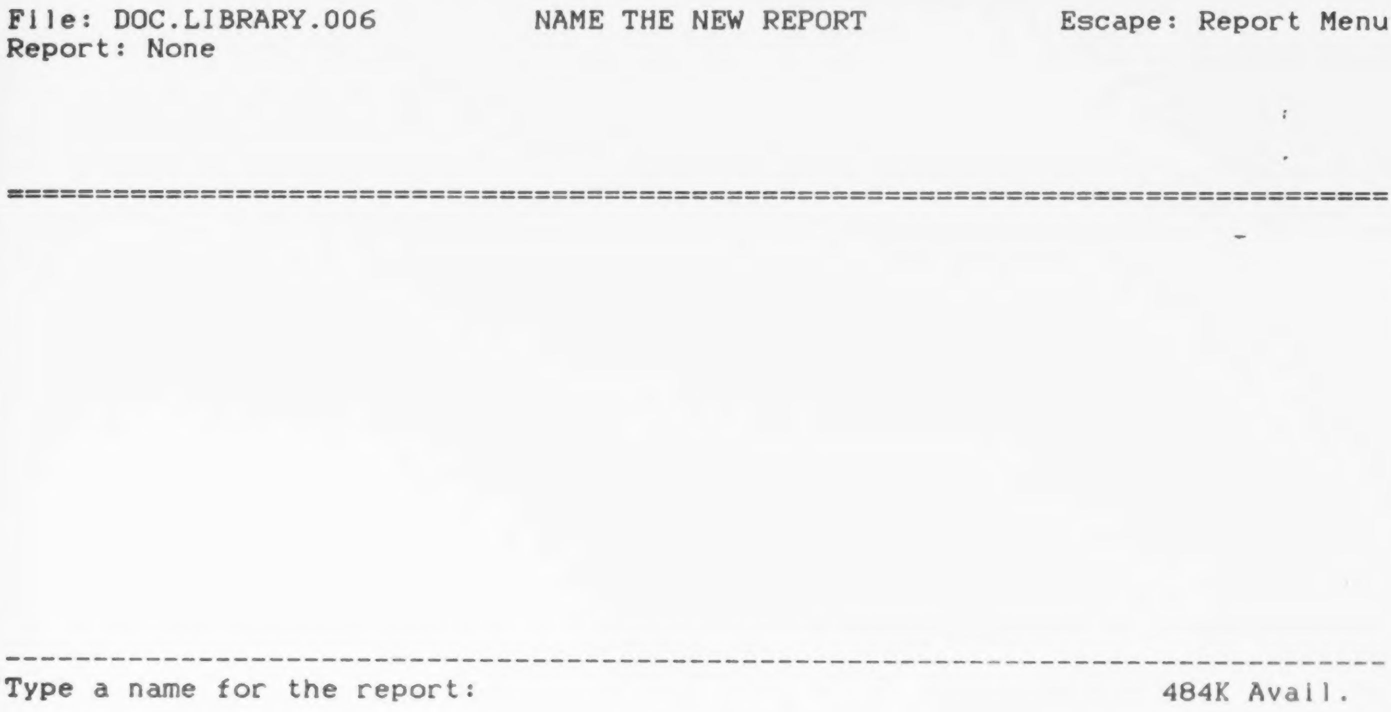
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE               Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00735  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, B
00736  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, K
00737  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, S
00738  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, A
00739  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, Z
-------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 1. The Monitor Screen Showing A Data Base File.

02. Labels Format. Exercise the data base print option as follows:

a. Press the OPEN-APPLE and the "P" keys at the same time.

b. Select the option #3, "Create a new "Labels" format," from the "Report Format" menu by highlighting it and pressing the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 2.

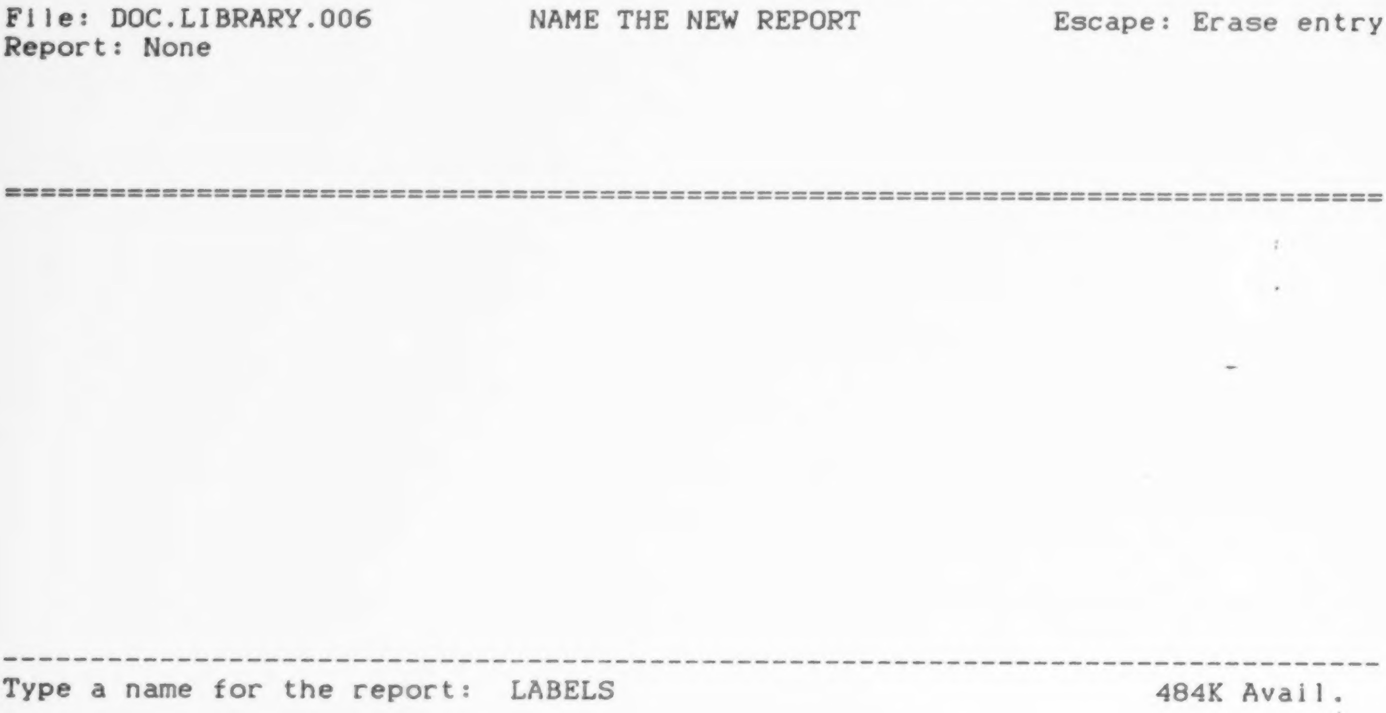


```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: None




================================================================================










--------------------------------------------------------------------------------
Type a name for the report:                                          484K Avail.
```

Figure 2. Monitor Screen With The Labels Option Selected.

c. Report Naming.

(1) Type the report name. Your screen now appears similar to Figure 3.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: None




================================================================================








--------------------------------------------------------------------------------
Type a name for the report:  LABELS                                 484K Avail.
```

Figure 3. Labels Format After The Report Has Been Named.

(2) Press the RETURN key once and then examine Figure 4.

```
File: DOC.LIBRARY.006           REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records


===============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                    ə-? for Help
```

Figure 4. The Monitor Screen After Entering The Report Name

d. <u>Selecting Print Options</u>. There are two types of options which can be used here. First, we'll examine alteration in the fields or categories you see on the screen in Figure 4.

(1) Category alteration.

(a) Arrangement.

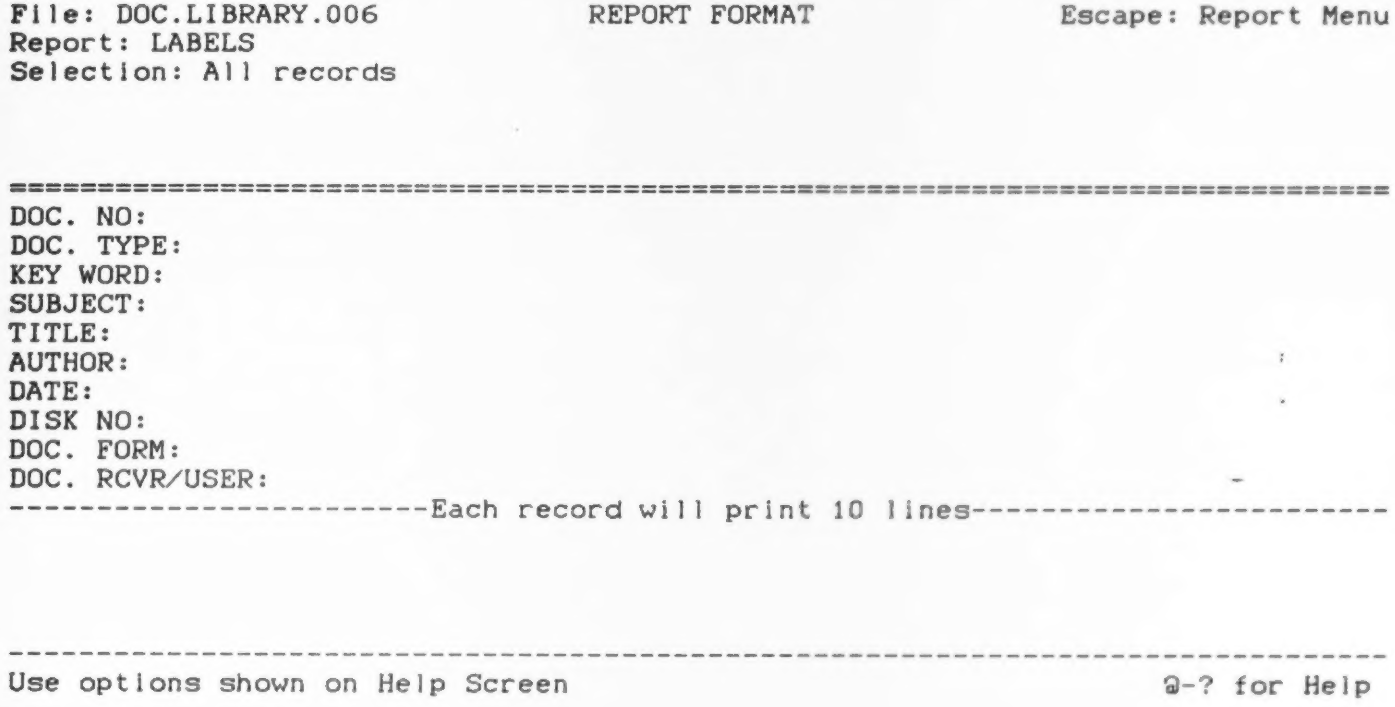
i. Press the OPEN-APPLE and the "A" keys at the same the. The monitor screen changes to appear like that seen in Figure 5. Note at the top of the screen that the way file will be arranged is indicated there. In this case, the verbiage indicates that the file will be arranged on the DOC.NO. category. It will subsequently be printed according to that arrangement.

```
File: DOC.LIBRARY.006           ARRANGE (SORT)           Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
                    This file will be arranged on
                    this category: DOC. NO:

                    Arrangement order:

                         1.  From A to Z
                         2.  From Z to A
                         3.  From 0 to 9
                         4.  From 9 to 0



--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 5. The Screen After Selecting The Arrange Function.

ii. Press the DOWN-ARROW key 4 times to highlight the "9 to 0" option.

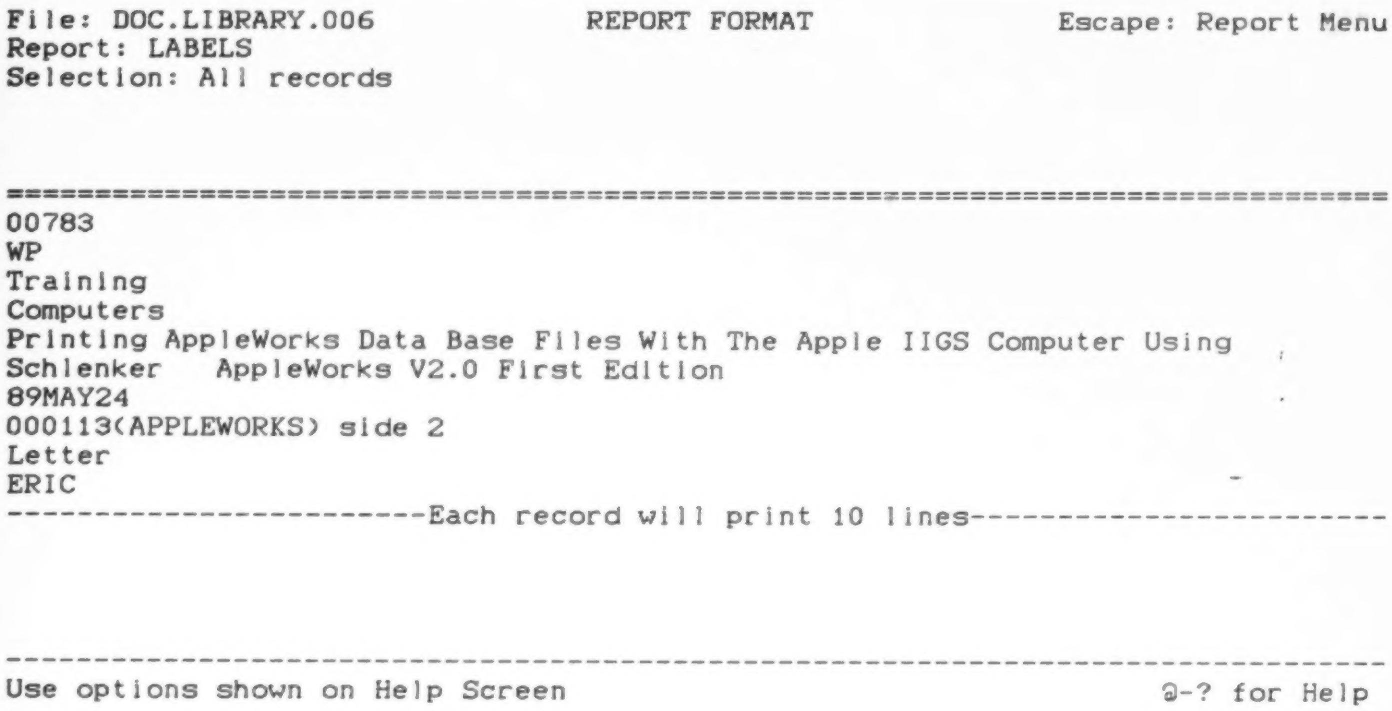
iii. Press the RETURN key once (see Figure 6).



```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 6. The Screen After Completing The Arrangement Function.

iv. Press the OPEN-APPLE and the "Z" keys at the same time. The screen will appear similar to the picture seen in Figure 7, indicating that the file has been rearranged such that the first file to be printed will be the one shown on the screen.

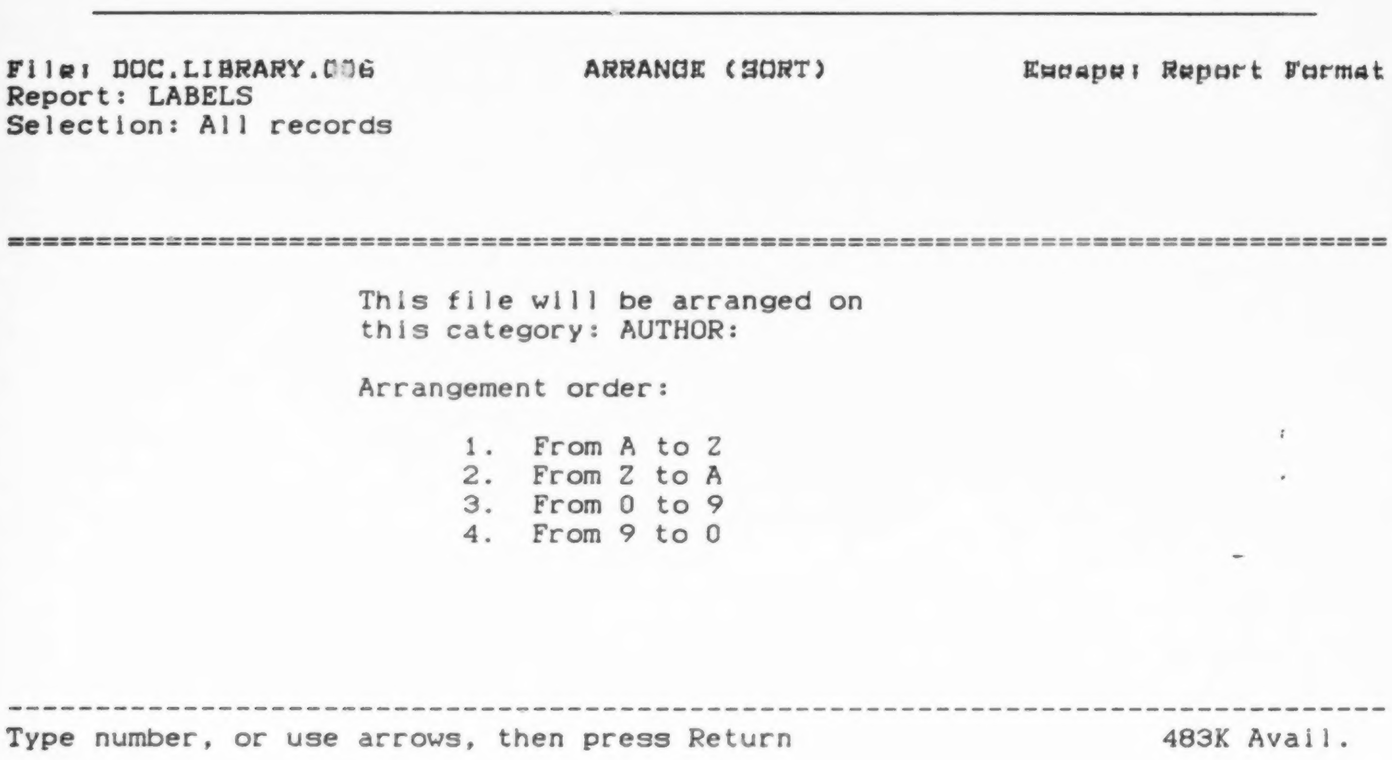


```
File: DOC.LIBRARY.006          REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records


===============================================================================
00783
WP
Training
Computers
Printing AppleWorks Data Base Files With The Apple IIGS Computer Using
Schlenker   AppleWorks V2.0 First Edition
89MAY24
000113(APPLEWORKS) side 2
Letter
ERIC
-----------------------Each record will print 10 lines-----------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                   ∂-? for Help
```

Figure 7. The Screen After Rearrangement And Exercise Of The OPEN-APPLE-Z Function.

v. The file can be arranged also while it appears as it presently does on the screen. Press the DOWN-ARROW key several times to place the cursor under the first letter in the "AUTHOR" category.

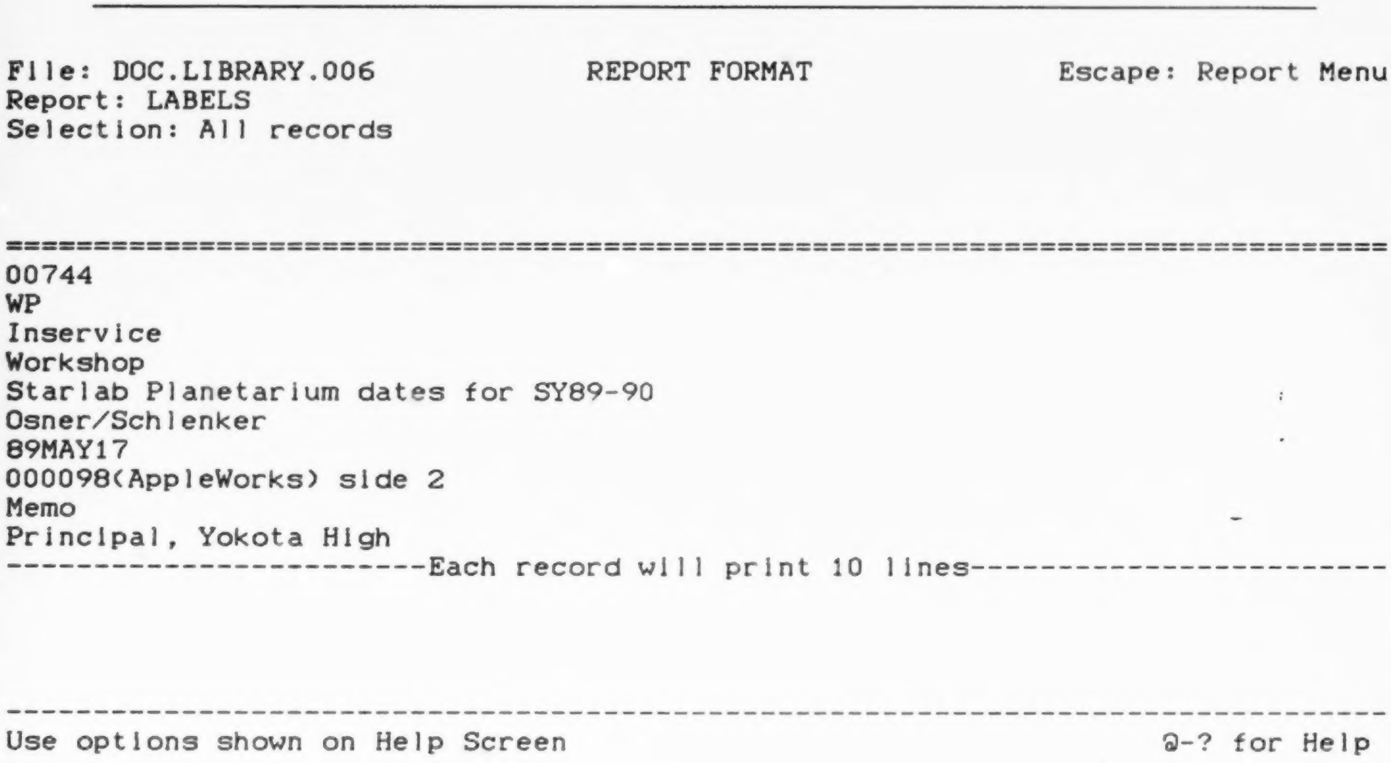
vi. Press the OPEN-APPLE and the "A" keys at the same time. The screen changes to appear similar to the monitor screen shown in Figure 8. Note at the top of the screen that the user is told the category will be arranged on the "Author" category.



```
File: DOC.LIBRARY.006          ARRANGE (SORT)          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
                    This file will be arranged on
                    this category: AUTHOR:

                    Arrangement order:

                          1.  From A to Z
                          2.  From Z to A
                          3.  From 0 to 9
                          4.  From 9 to 0

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 8. The Screen Showing The Arrange Function.

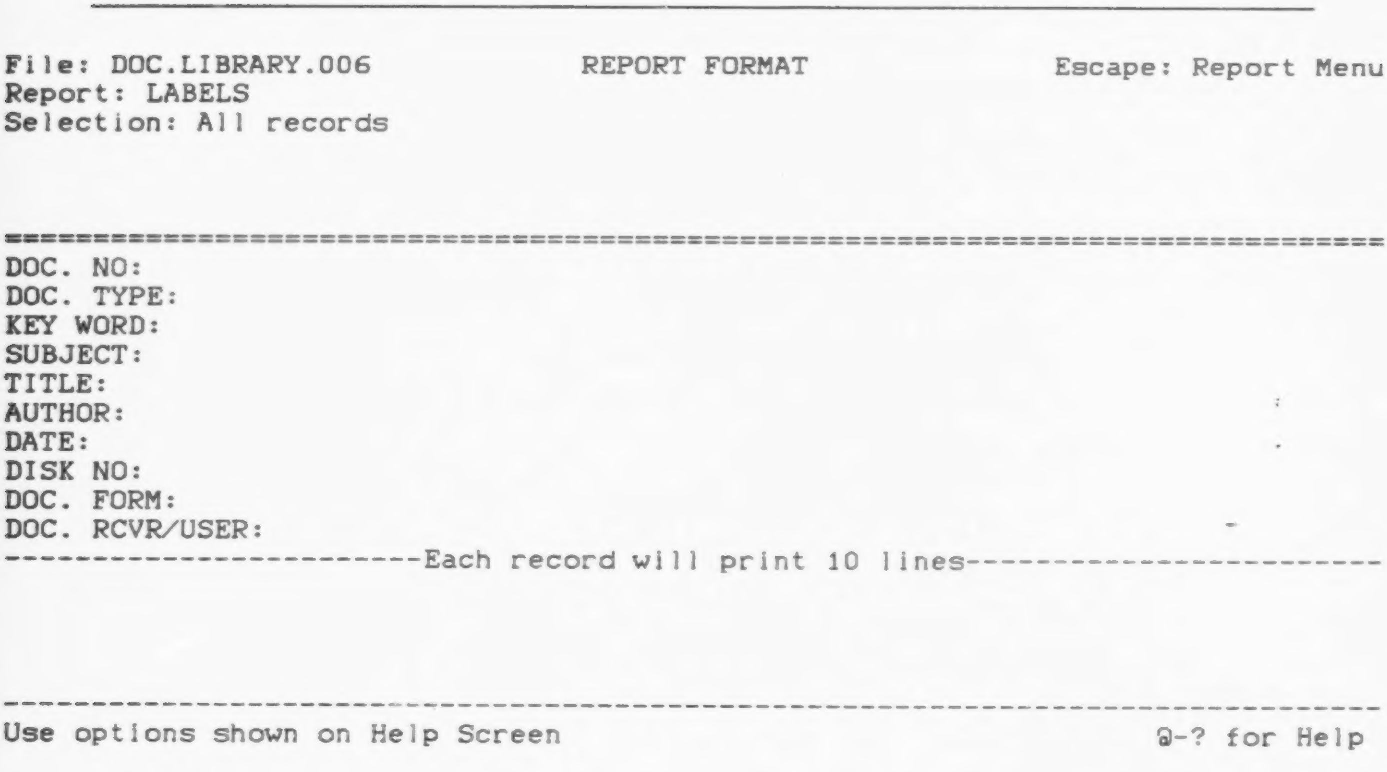
vii. Make sure the "A to Z" option is highlighted and then press the RETURN key once. Note the way the screen now appears. It shows the first record of the file that will be printed (see Figure 9).



```
File: DOC.LIBRARY.006            REPORT FORMAT             Escape: Report Menu
Report: LABELS
Selection: All records



===============================================================================
00744
WP
Inservice
Workshop
Starlab Planetarium dates for SY89-90
Osner/Schlenker
89MAY17
000098(AppleWorks) side 2
Memo
Principal, Yokota High
------------------------Each record will print 10 lines------------------------




-------------------------------------------------------------------------------
Use options shown on Help Screen                                  @-? for Help
```

Figure 9. The Screen After Exercising The Arrange "A to Z' Option.

viii. Press the OPEN-APPLE and the "Z" keys at the same time to return to the labels format (see Figure 10).



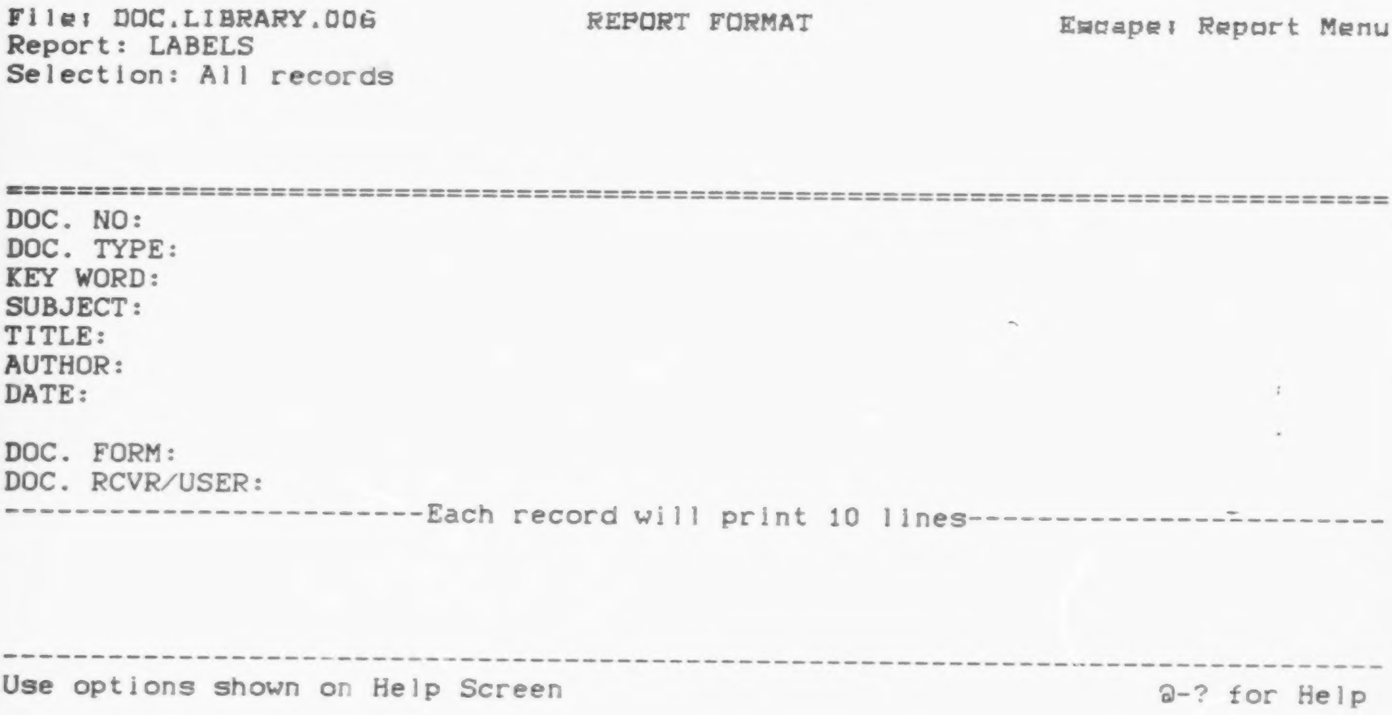
```
File: DOC.LIBRARY.006              REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: All records


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 10. Screen After Return To The Labels Format.

(b) Delete.

i. Press the DOWN-ARROW several times until the cursor is under the first letter in the DISK NO. category.

ii. Press the OPEN-APPLE and the "D" key at the same time. This action deletes the DISK NO. and leaves a blank space where the category was (see Figure 11). When the file is printed, a blank space appears where the field was removed. The category, however, has not been lost from the computer memory and can be reinserted if a mistake has been made. If you want to see the way a file record will look when it is printed, press the OPEN-APPLE and the "Z" keys at the same time.

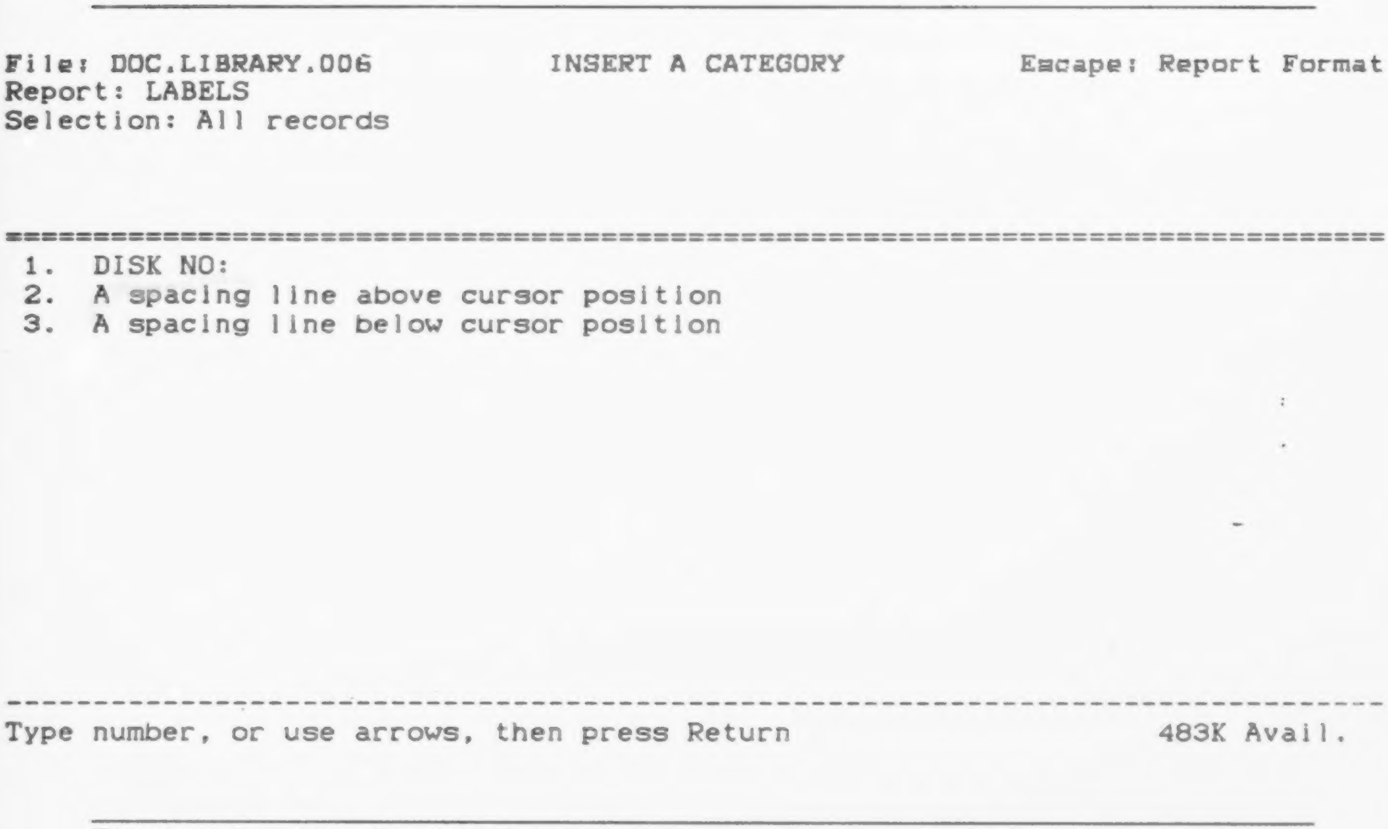


```
File: DOC.LIBRARY.006           REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records


===============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:

DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-------------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                  @-? for Help
```

Figure 11. The Monitor Screen After Deleting The Disk No. Field.

(c) Insert.

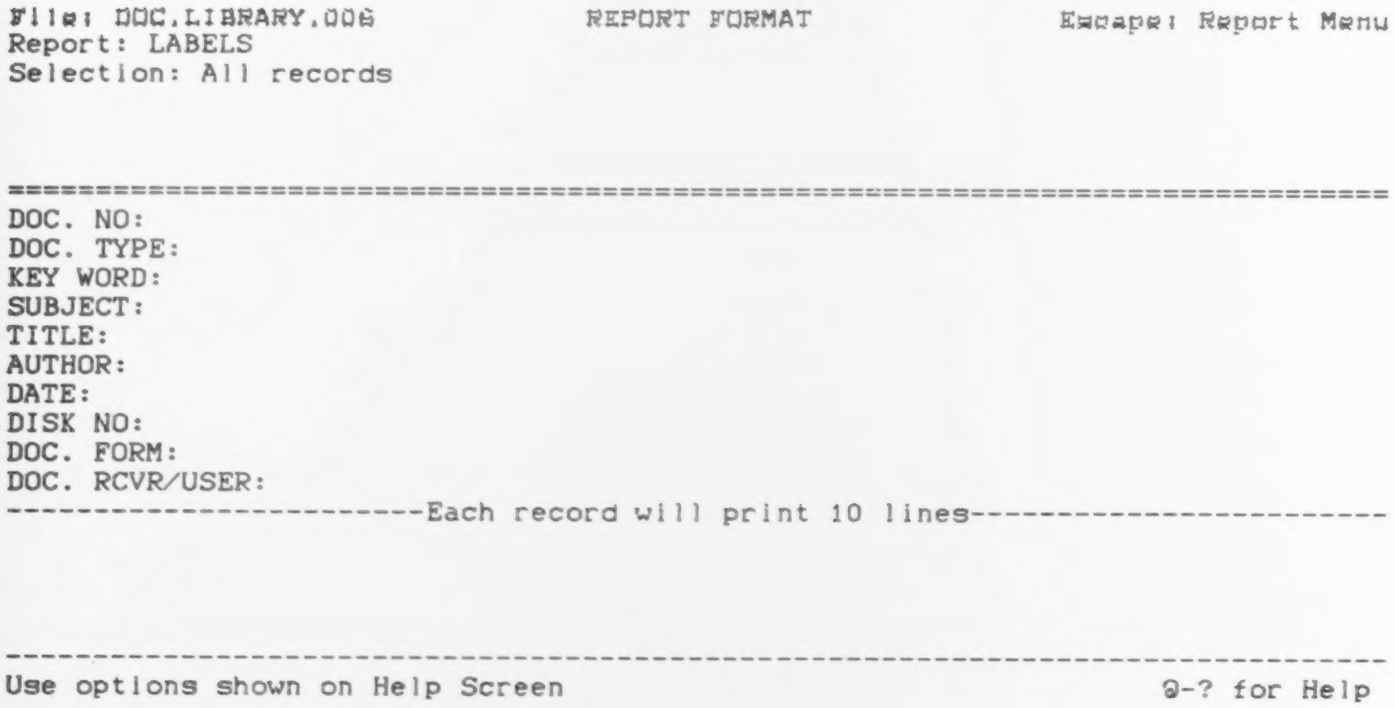
1. Press the OPEN-APPLE and the "I" keys at the same time. The "Insert" menu appears on the screen (see Figure 12).



```
File: DOC.LIBRARY.006          INSERT A CATEGORY          Escape: Report Format
Report: LABELS
Selection: All records

================================================================================
 1.  DISK NO:
 2.  A spacing line above cursor position
 3.  A spacing line below cursor position









--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        483K Avail.
```

Figure 12. The Insert Menu.

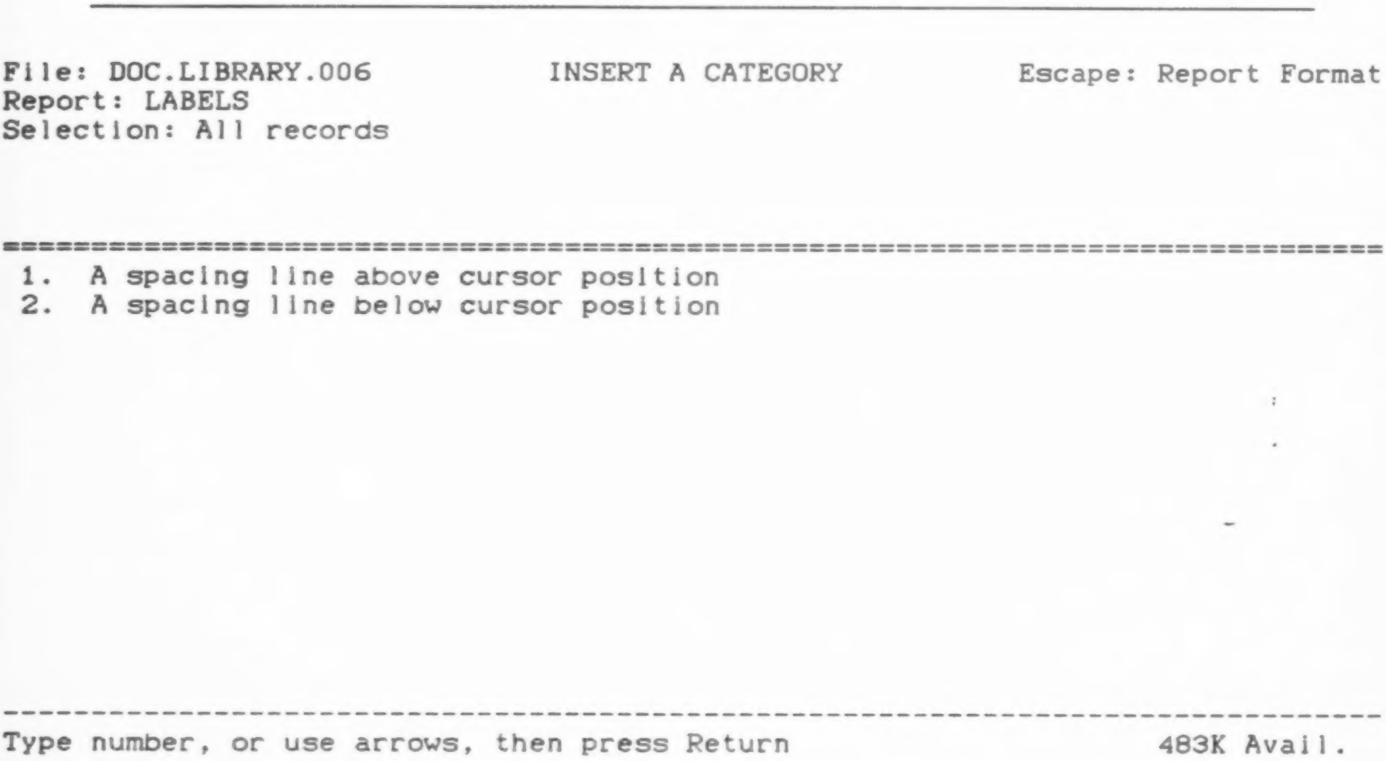
III. Make sure the words, DISK NO. are highlighted and press the return key once. Following this action, the monitor screen will look like the picture shown in Figure 13. This means all categories will be printed when the file is finally printed.



```
File: DOC.LIBRARY.006             REPORT FORMAT             Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 13. The Monitor After Reinserting The DISK NO. Category.

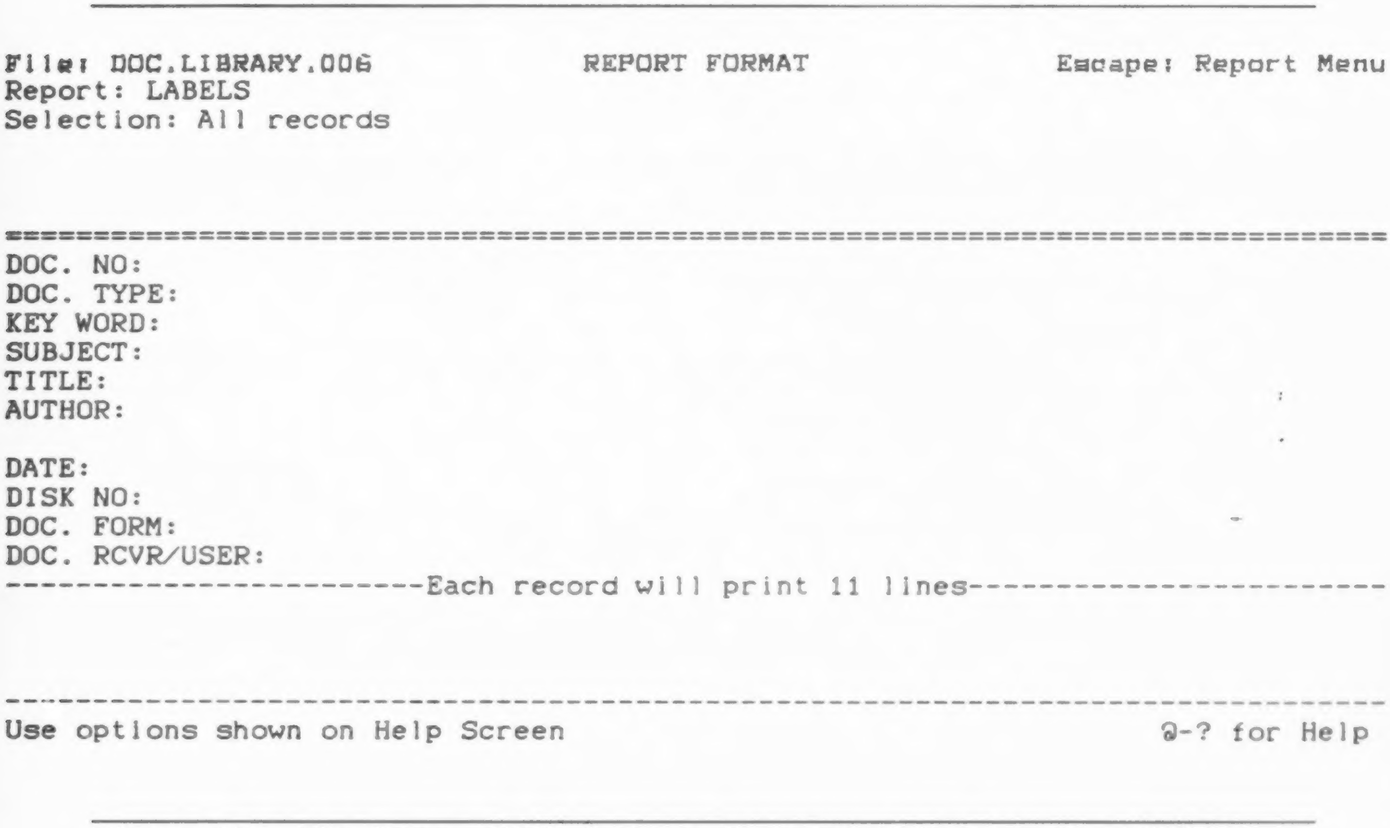
iv. Position the cursor under the AUTHOR category and press the OPEN-APPLE and the "I" at the same time (see Figure 14).



```
File: DOC.LIBRARY.006          INSERT A CATEGORY          Escape: Report Format
Report: LABELS
Selection: All records

===============================================================================
 1.  A spacing line above cursor position
 2.  A spacing line below cursor position








-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      483K Avail.
```

Figure 14. The Insert Menu.

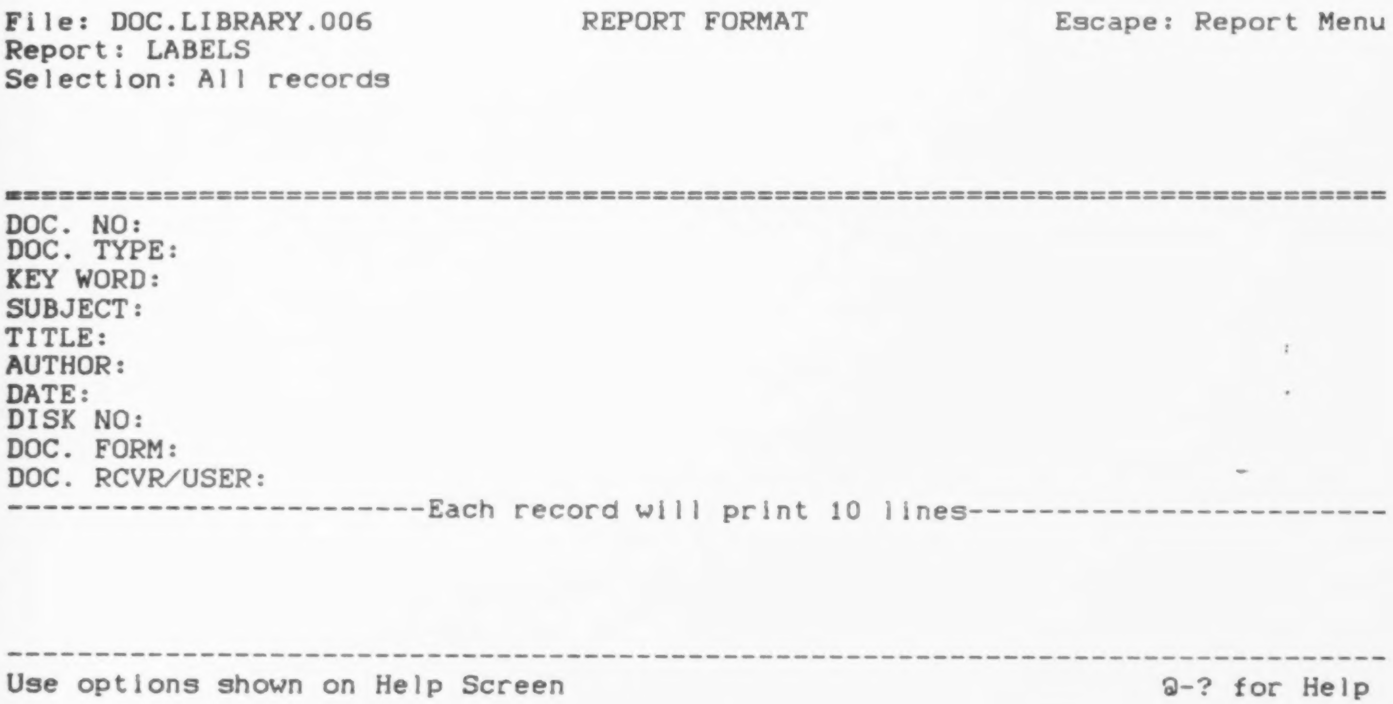
v. Compare Figure 14 with Figure 12. Now, highlight the, "insert a space below, option," press the RETURN key once and look at Figure 15. Notice that a space has been inserted below the AUTHOR category. When the file is printed, each record will have a space below the AUTHOR category.



```
File: DOC.LIBRARY.006          REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records


==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:

DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 11 lines-----------------------


-----------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 15. The Screen With A Space Inserted Following The AUTHOR Category.

vi. Move the cursor down one space with the DOWN-ARROW key. The press the OPEN-APPLE and the "D" keys at the same time. The space is deleted and the monitor screen appears like the picture shown in Figure 16.

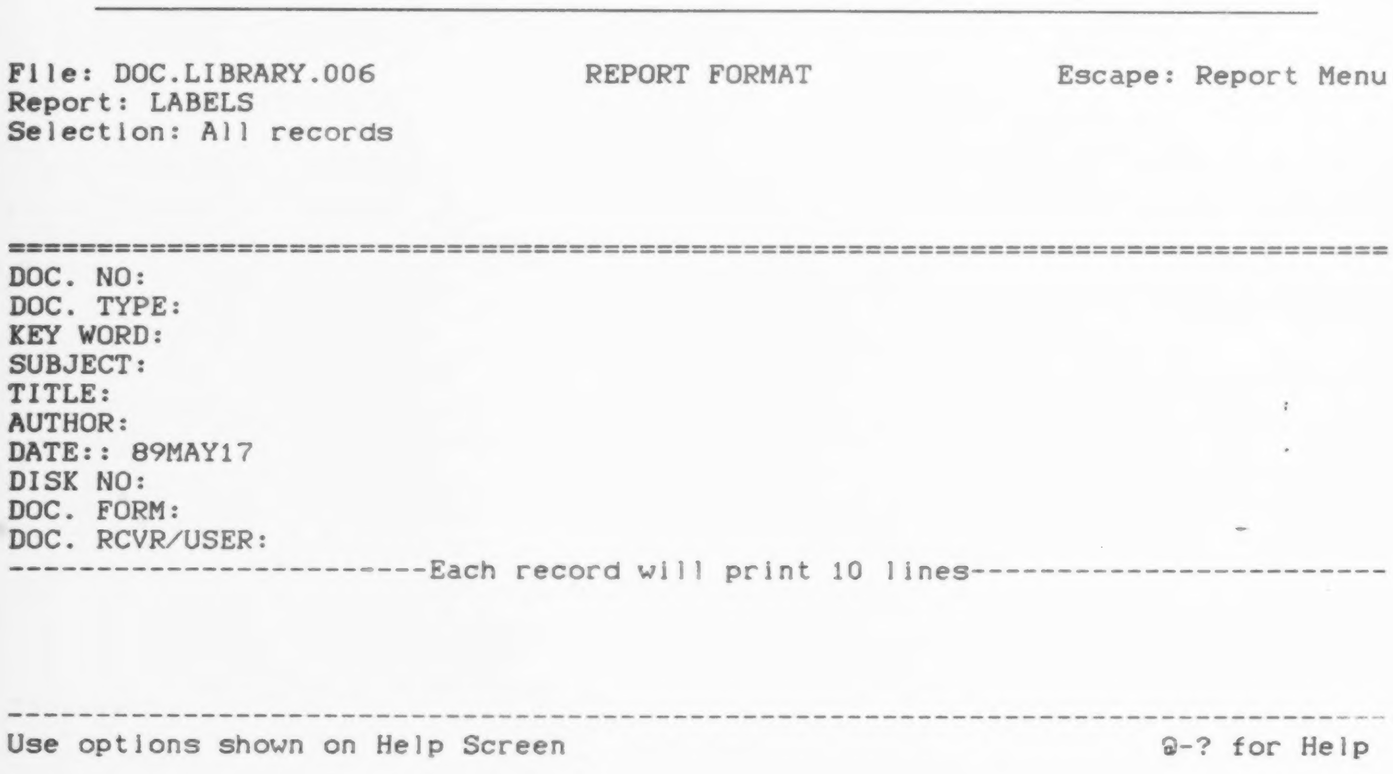


```
File: DOC.LIBRARY.006         REPORT FORMAT          Escape: Report Menu
Report: LABELS
Selection: All records


==========================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                @-? for Help
```

Figure 16. The Monitor After Removing The Previously Inserted Space.

(c) Print category name and entry.

1. Press the OPEN-APPLE and the "V" keys at the same time. The screen now appears similar to the example shown in Figure 17, with the category entry printed following the category name. This means that the when the file is finally printed, the category name will be printed before each entry in this category. You may see the way the actual print will appear by pressing the OPEN-APPLE and the "Z" at the same time.



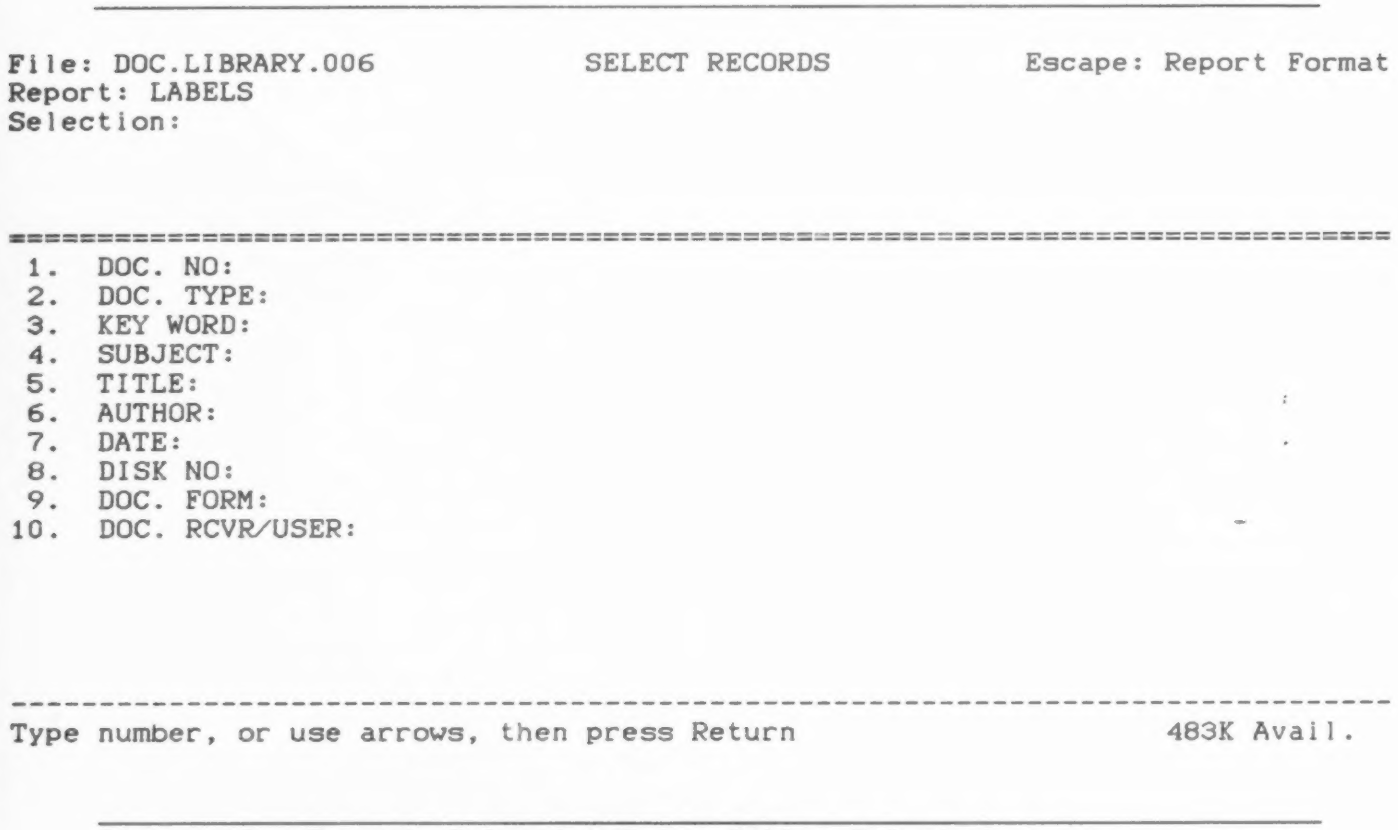
```
File: DOC.LIBRARY.006          REPORT FORMAT           Escape: Report Menu
Report: LABELS
Selection: All records


===============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY17
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 17. The File After Inserting The First Category Name.

ii. To insert the category names so they will be printed before additional categories, repeat the OPEN-APPLE-V process with the cursor below the first letter of the category where you want the name printed.

(d) Record selection rules.

i. Press the OPEN-APPLE and the "R" keys at the same time. The screen appears similar to the one shown in Figure 18. This operation will select the rules by which the record will be selected for printing in the final report. If this option is not used, then, all of the records in the file will be printed in the final report.

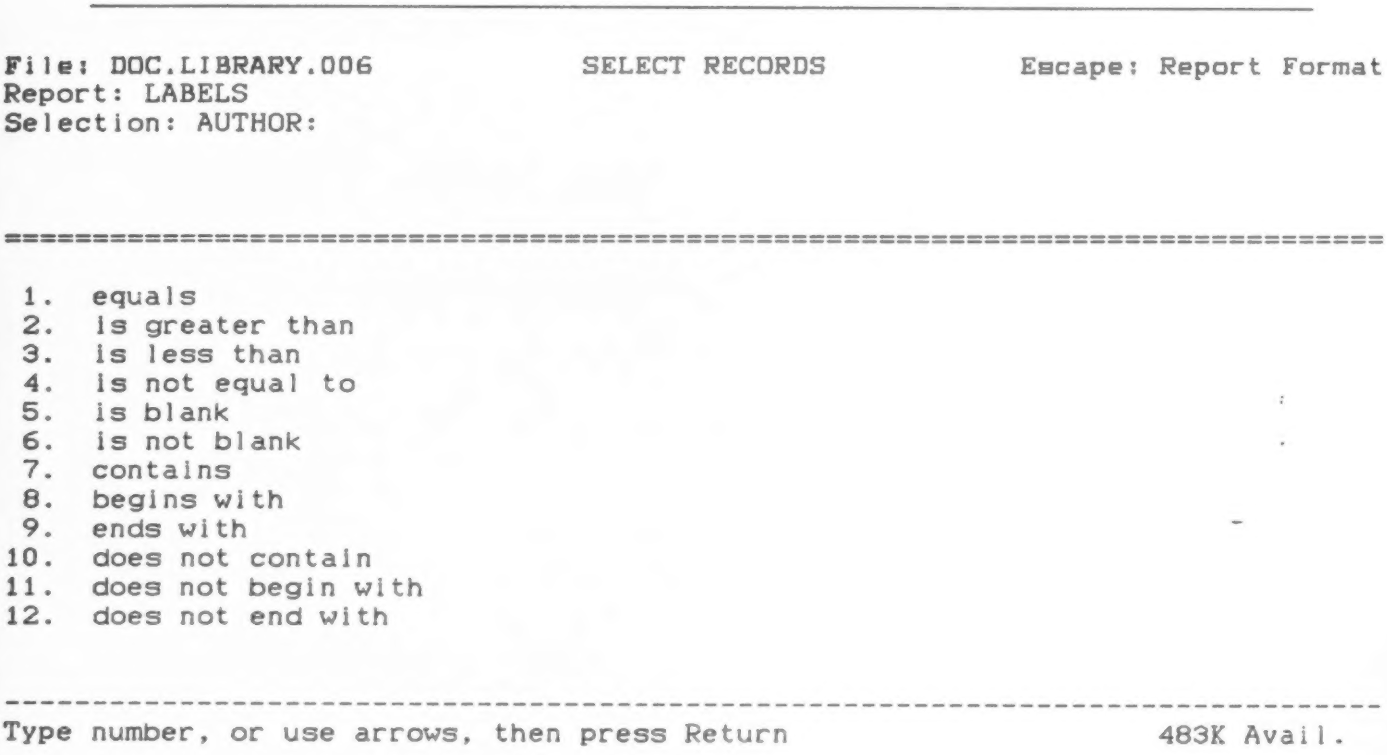


```
File: DOC.LIBRARY.006           SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection:


==============================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:



------------------------------------------------------------------------------
Type number, or use arrows, then press Return                     483K Avail.
```

Figure 18. Records Selection Rules Option Selected.

ii. Use the DOWN-ARROW key to highlight the AUTHOR category.

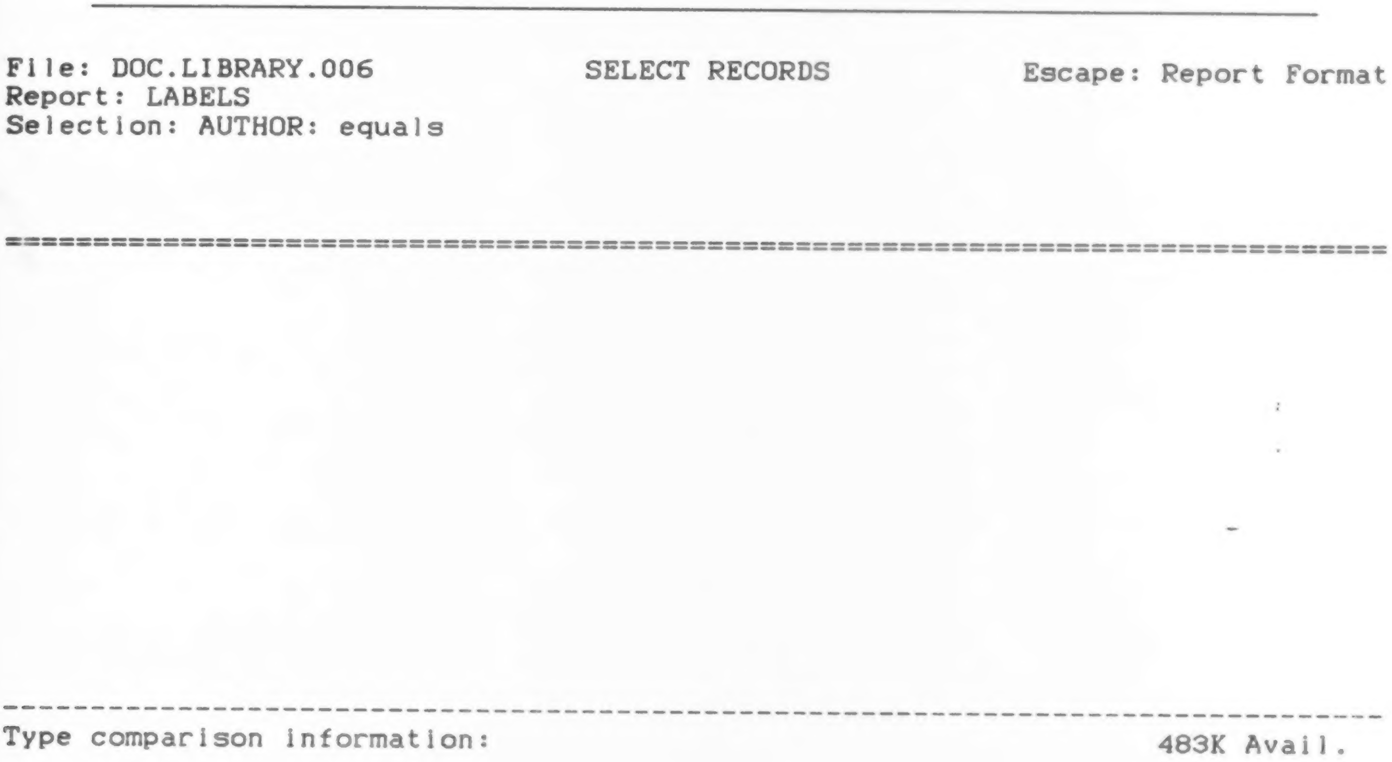
iii. Press the RETURN key once. The screen appears similar to the on shown in Figure 19. Note that AUTHOR or whatever category you have chosen appears at the top of the screen.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR:


===============================================================================

  1.  equals
  2.  is greater than
  3.  is less than
  4.  is not equal to
  5.  is blank
  6.  is not blank
  7.  contains
  8.  begins with
  9.  ends with
 10.  does not contain
 11.  does not begin with
 12.  does not end with

-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    483K Avail.
```

Figure 19. The Monitor Screen After Selecting A Selection Rule Category.

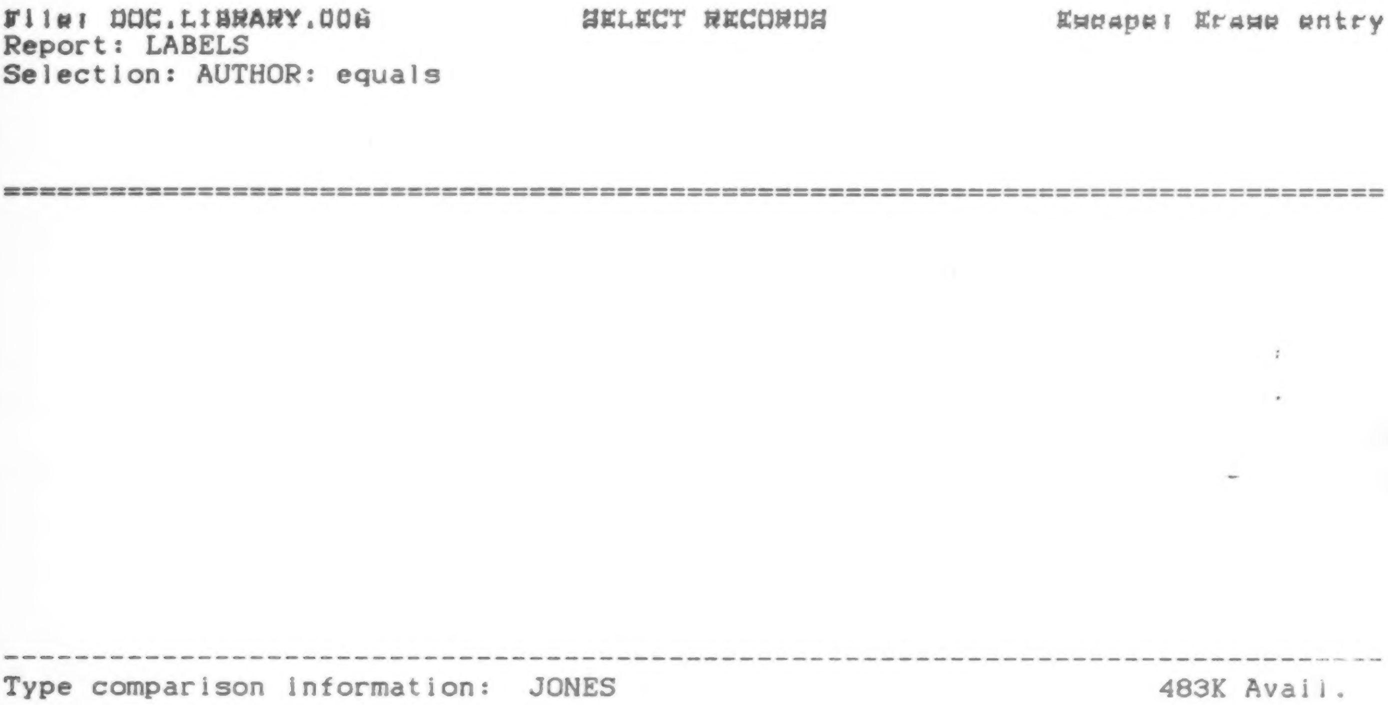
iv. Make sure that "equals" is highlighted and press the RETURN key once (any selection category could have been selected here by using the DOWN-ARROW key to highlight it and then pressing the RETURN key). The monitor screen changes to appear similar to that seen in Figure 20. Note that the word "equals" appears at the top of the screen.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals


================================================================================










--------------------------------------------------------------------------------
Type comparison information:                                        483K Avail.
```

Figure 20. The Screen With "equals" Selected.

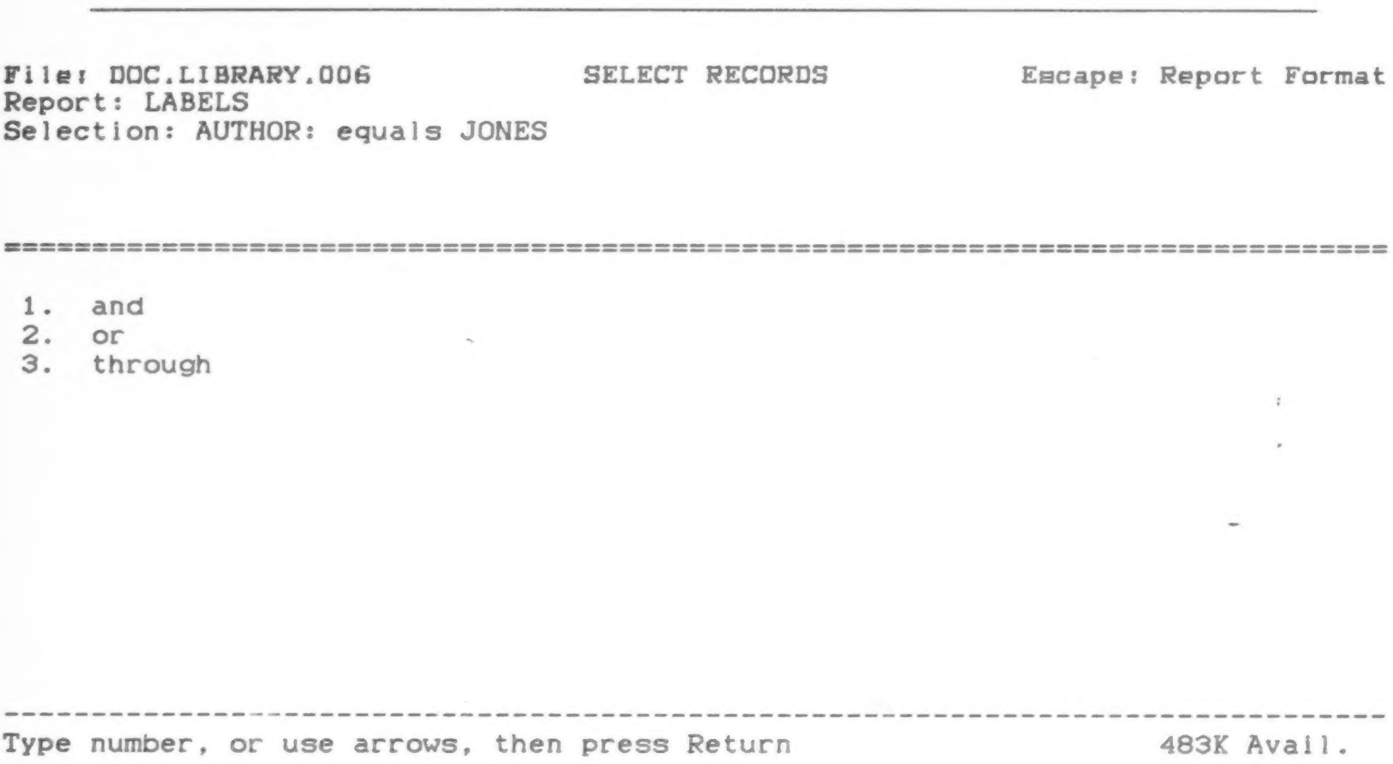
v. Type the comparison information in the space provided at the bottom of the monitor screen. Figure 21 shows an example of that type of information typed.



```
File: DOC.LIBRARY.006            SELECT RECORDS            Escape: Erase entry
Report: LABELS
Selection: AUTHOR: equals

================================================================================








--------------------------------------------------------------------------------
Type comparison information:  JONES                                 483K Avail.
```

Figure 21. Monitor Screen With Comparison Information Typed.

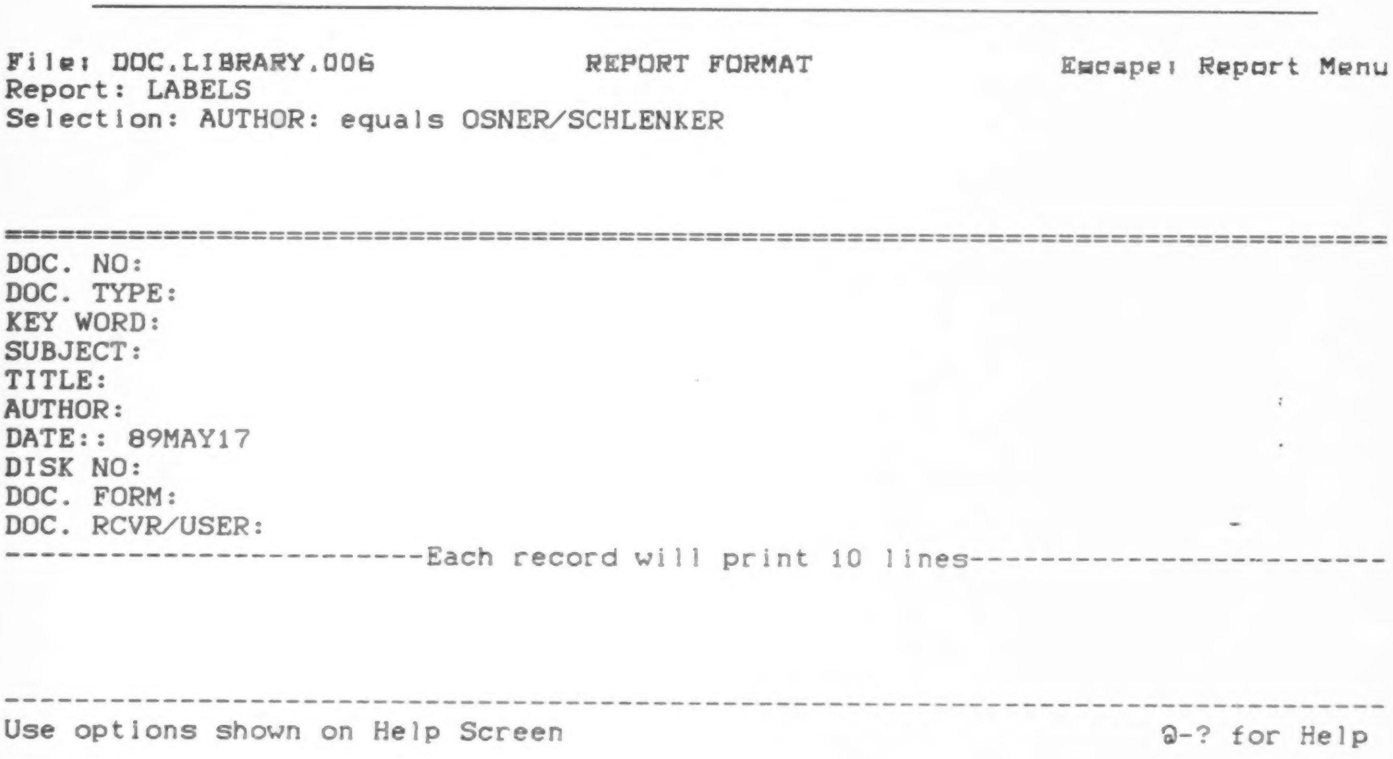
vi. Press the RETURN key once (see Figure 22) to enter the comparison information. Notice that the complete selection rule now is printed at the top of the screen. This indicates that the computer will use this as a criterion for selection of the records within the file to be printed.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals JONES

=============================================================================

 1.  and
 2.  or
 3.  through

-----------------------------------------------------------------------------
Type number, or use arrows, then press Return                    483K Avail.
```

Figure 22. The Monitor Screen After The Comparison Information Has Been Entered.

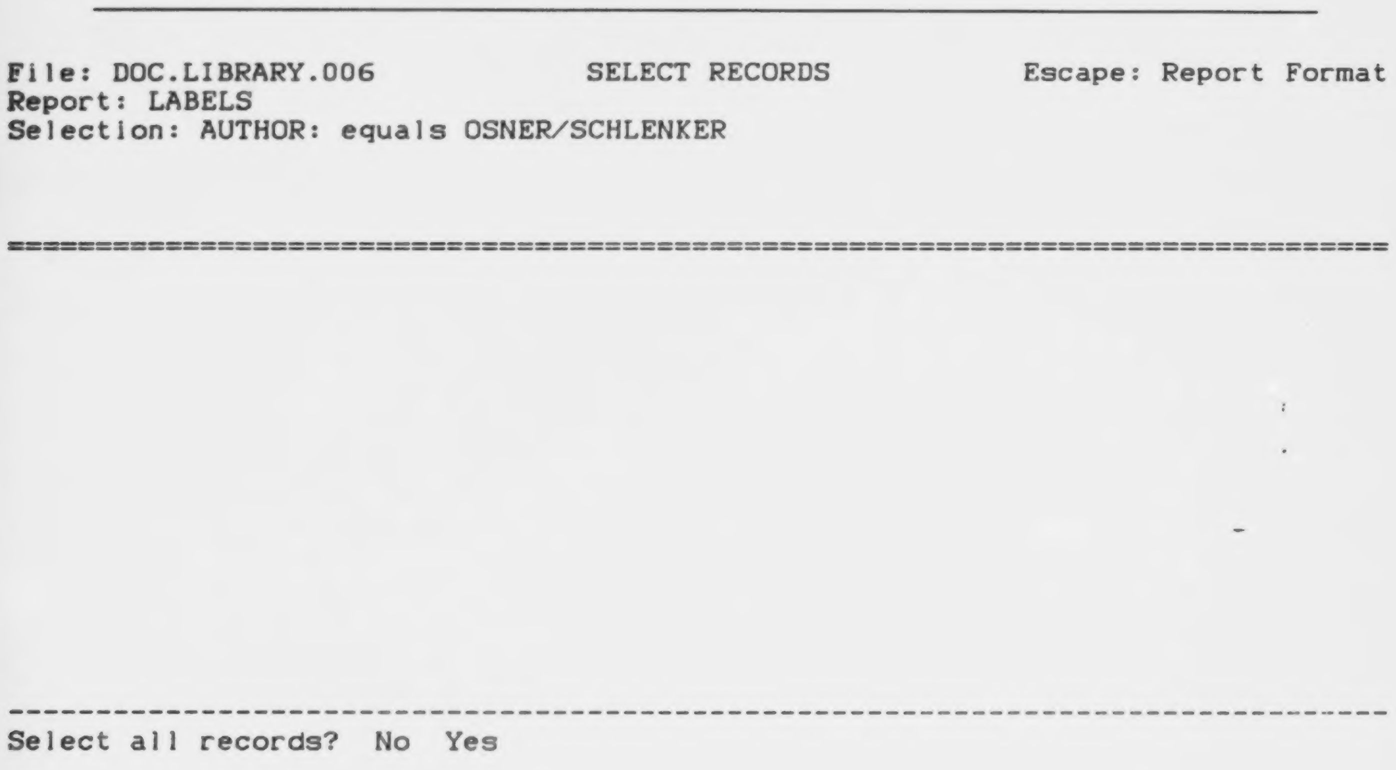
vii. At this point, we can add a second selection rule or exit the rule selection option. Press the ESC key once. The screen appears similar to the picture in Figure in Figure 23, and only one rule will be used in the final selection of records to be printed.



```
File: DOC.LIBRARY.006           REPORT FORMAT             Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER


================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY17
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                   @-? for Help
```

Figure 23. The Monitor Screen After Drafting One Selection Rule And Exiting The Selection Rule Process.

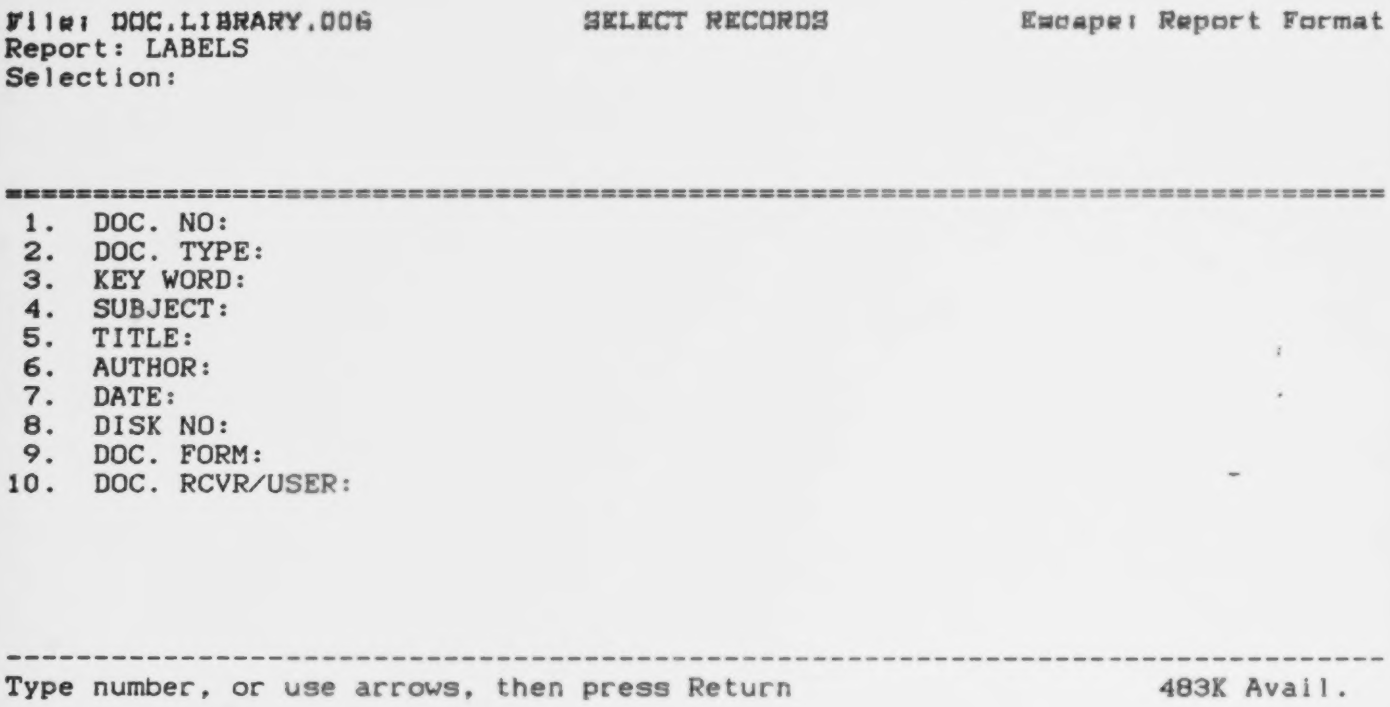
viii. To reenter the selection rule process, press the OPEN-APPLE and the "R" keys at the same time. The monitor screen will appear identical to the shown in Figure 24.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER

================================================================================






--------------------------------------------------------------------------------
Select all records?  No  Yes
```

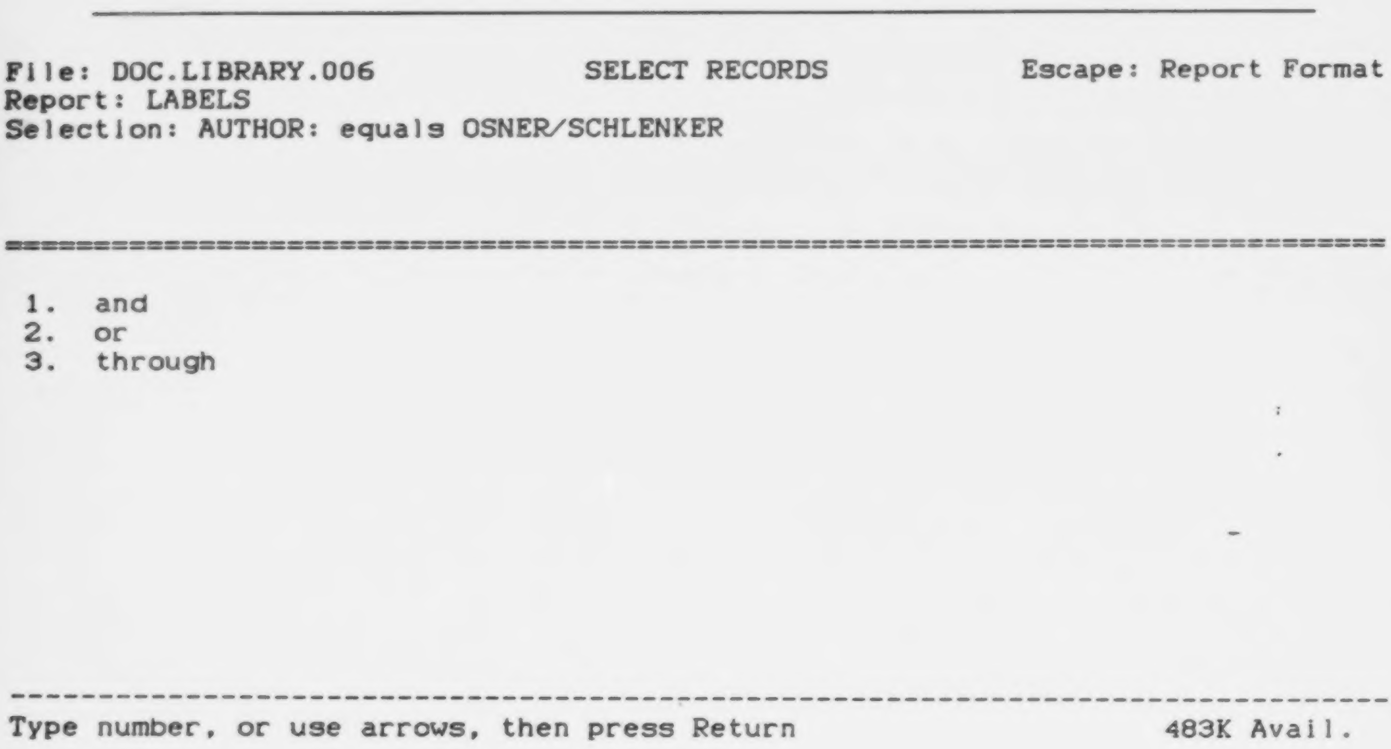
Figure 24. Reentering The Rule Selection Process.

ix. Select the NO option by pressing the RETURN key once. The screen changes to look like that seen in Figure 25. Note that the original selection rule that was printed at the top of the screen has disappeared. If you want to use this rule, you will have type it over again (it has been done and shown in Figure 26).



```
File: DOC.LIBRARY.006              SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection:

================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

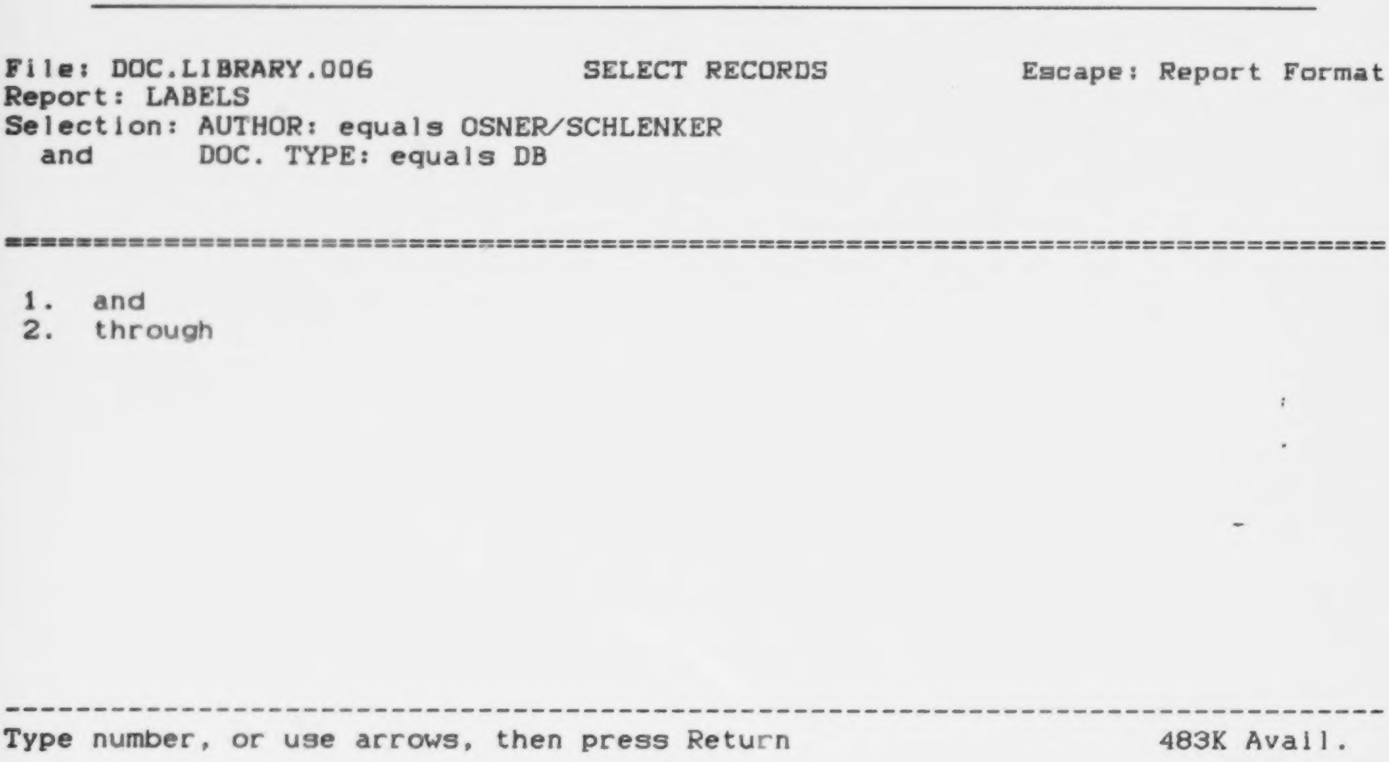
Figure 25. The Rule Selection Process Reentered.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER

============================================================================

 1.  and
 2.  or
 3.  through

----------------------------------------------------------------------------
Type number, or use arrows, then press Return                     483K Avail.
```

Figure 26. The Original Selection Reentered.

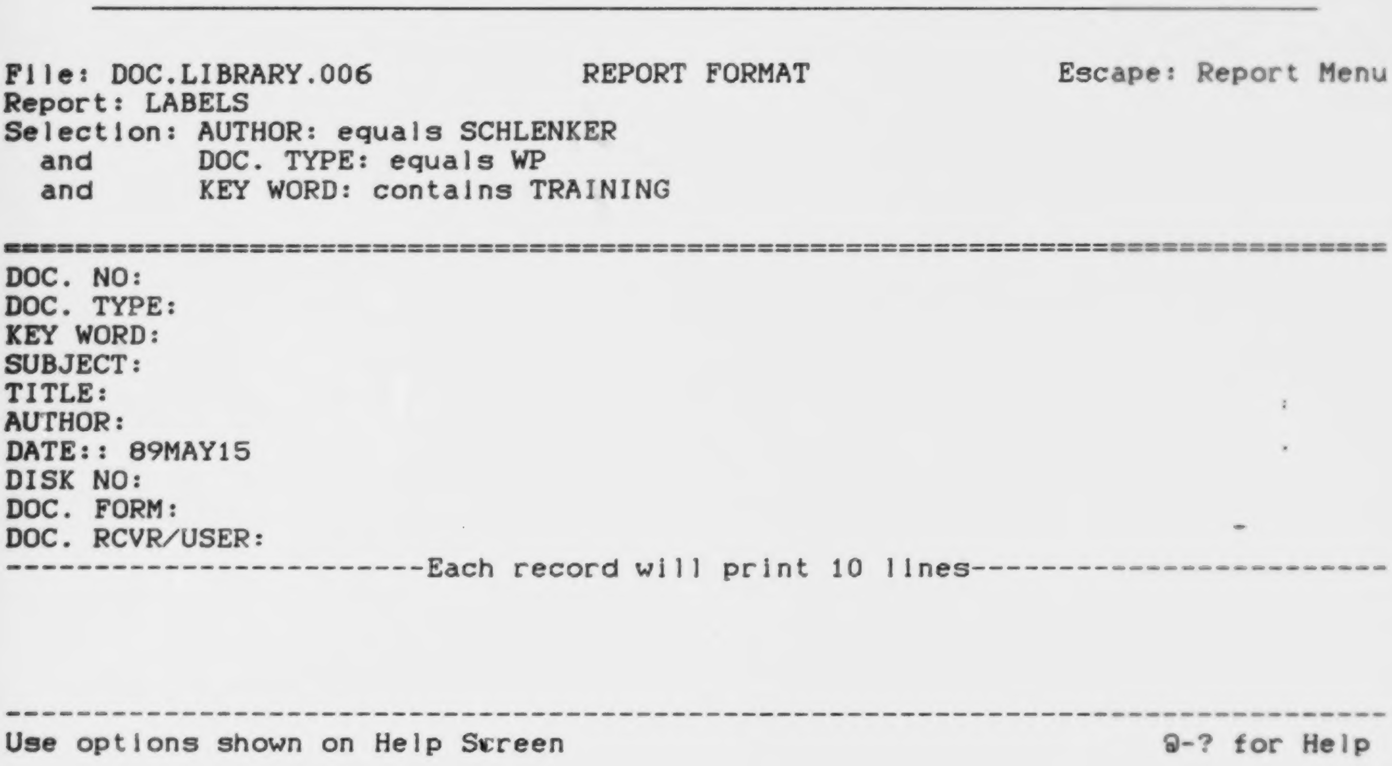
x. Enter a second selection rule. The process is the same as it was to enter the first one. Figure 27 is an example of the screen after the second selection rule has been entered. Again, you exit the rule selection process at this point by pressing the ESC key once. In that case two rules will be used to select records for inclusion when the report is printed.



```
File: DOC.LIBRARY.006          SELECT RECORDS          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals OSNER/SCHLENKER
  and      DOC. TYPE: equals DB

================================================================================

 1.  and
 2.  through












--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 27. Two Selection Rules Entered.

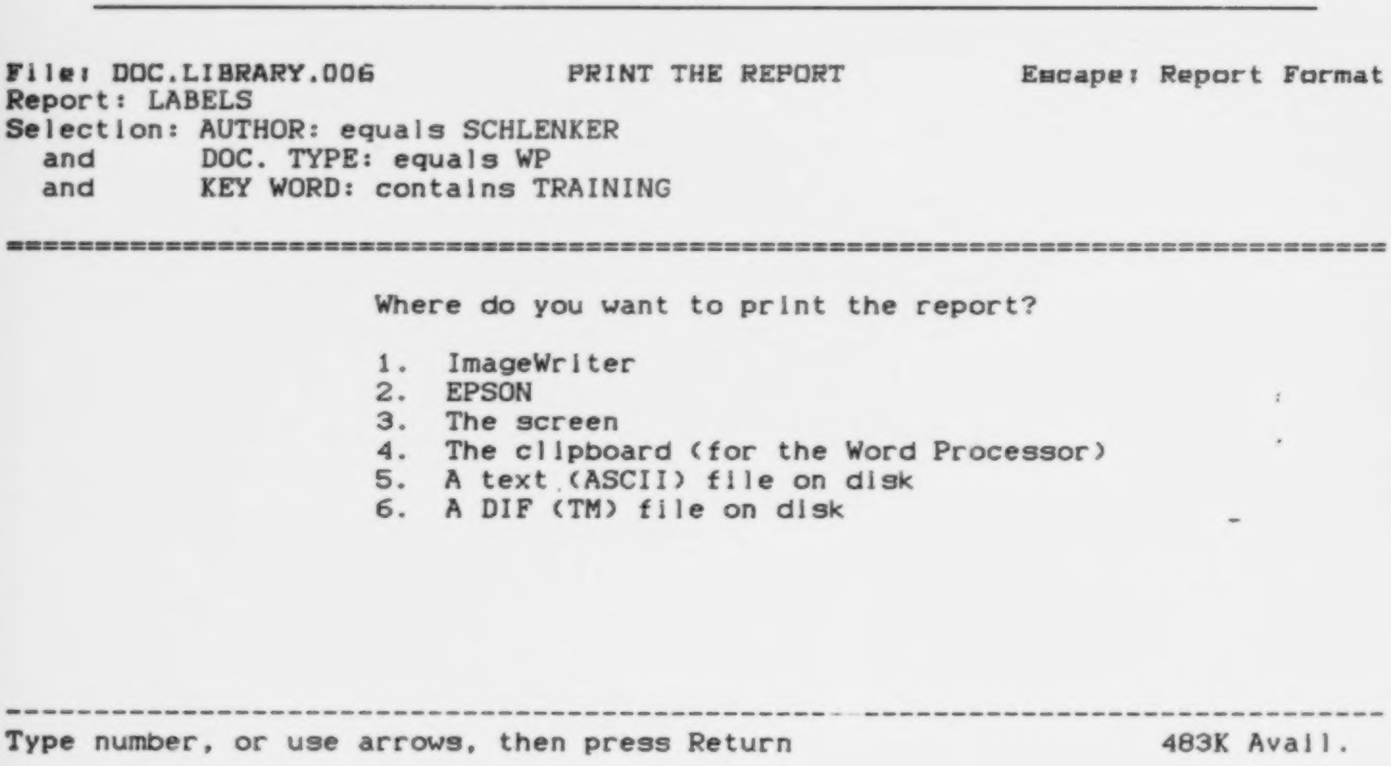
xi. To use three selection rules, you simple follow the process through three times. Figure 28 shows the monitor screen after providing the computer with three rules.



```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

==============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
-----------------------Each record will print 10 lines-----------------------



------------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 28. The Monitor Screen Showing Three Record Selection Rules Entered.

(2) Selecting printer options. Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now shows the "PRINT THE REPORT" menu (see Figure 29).



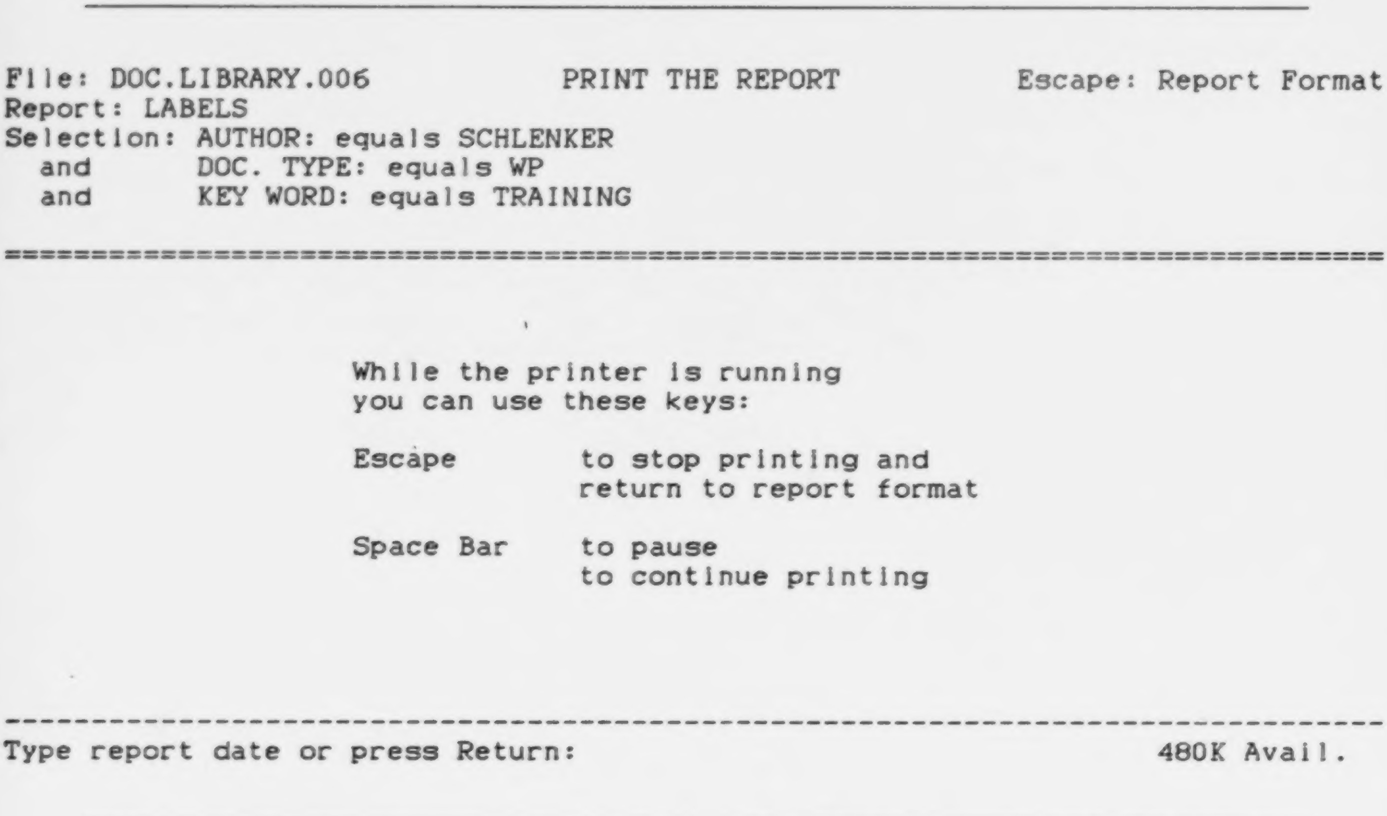
```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
===============================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk



-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 29. The "Print The Report" Menu.

(a) "The Screen" option.

i. Press the DOWN-ARROW key to highlight "The Screen" option.

ii. Press the RETURN key once. The monitor screen now looks as does the example in Figure 30.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: equals TRAINING
================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing

--------------------------------------------------------------------------------
Type report date or press Return:                                  480K Avail.
```

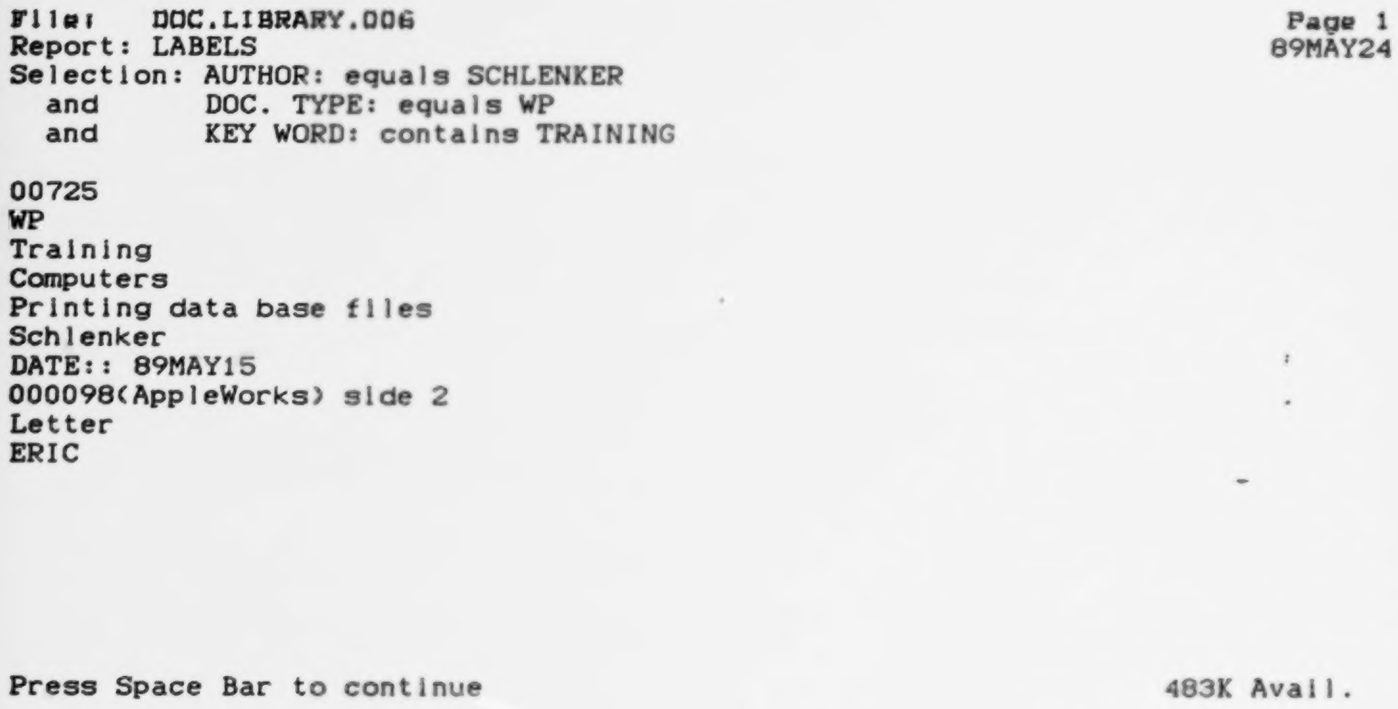
Figure 30. The Monitor Screen Showing The First Step In "The Screen" Option.

iii. Type the report date (see Figure 31).

```
File: DOC.LIBRARY.006            PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
================================================================================

                    While the printer is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing


--------------------------------------------------------------------------------
Type report date or press Return:  89MAY24                            483K Avail.
```

Figure 31. Report Date Typed.

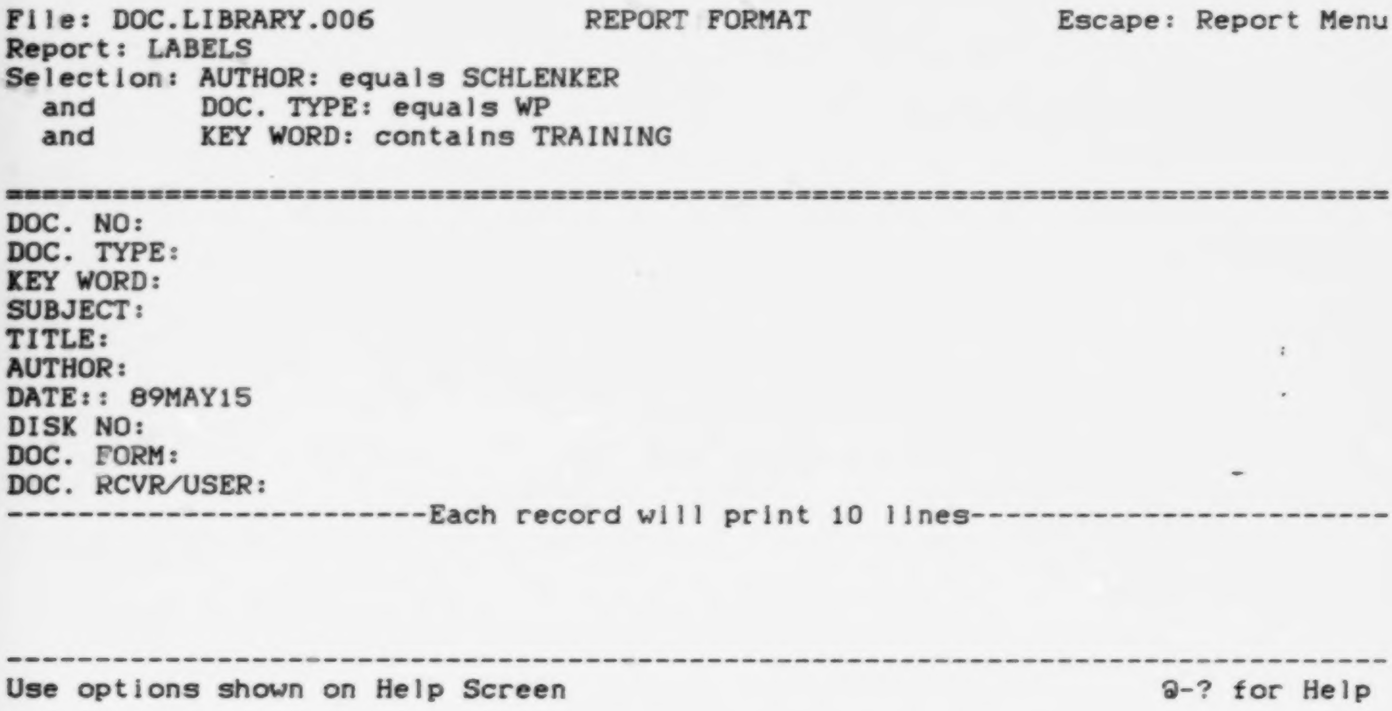
iv. Press the RETURN key once. The screen now shows the report on the screen exactly as the printer will print it. This option allows you to look at your report without having to print it, thereby saving paper (see Figure 32).



```
File:   DOC.LIBRARY.006                                          Page 1
Report: LABELS                                                  89MAY24
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

00725
WP
Training
Computers
Printing data base files
Schlenker
DATE:: 89MAY15
000098(AppleWorks) side 2
Letter
ERIC




Press Space Bar to continue                                  483K Avail.
```

Figure 32. Example Of A Report Printed To The Screen.

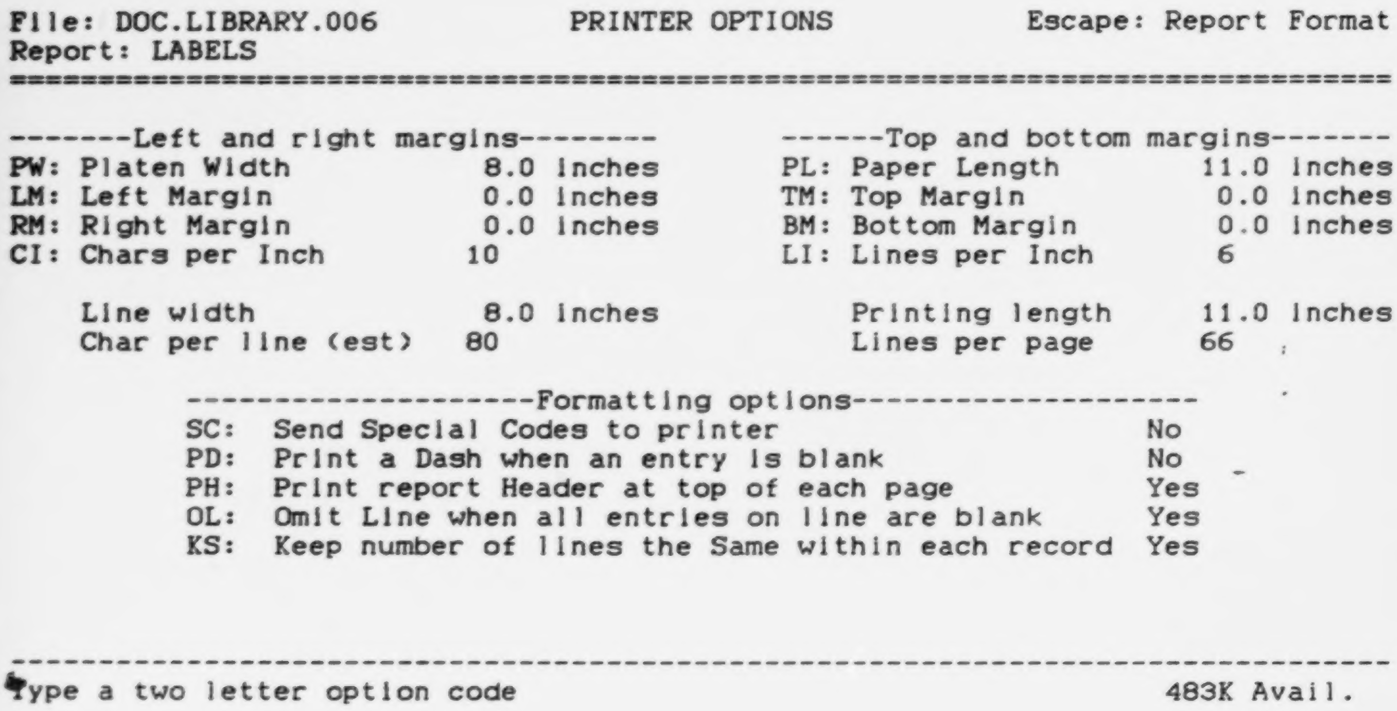
v. Suppose you want to make a change in what you see! Let's say you want eliminate the report header. Press the SPACE-BAR once. The program takes you back to the position in which you were prior to exercising the OPEN-APPLE-P option (see Figure 33.



```
File: DOC.LIBRARY.006            REPORT FORMAT              Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                     @-? for Help
```

Figure 33. The Monitor Screen After Exiting The Print To The Screen Option.

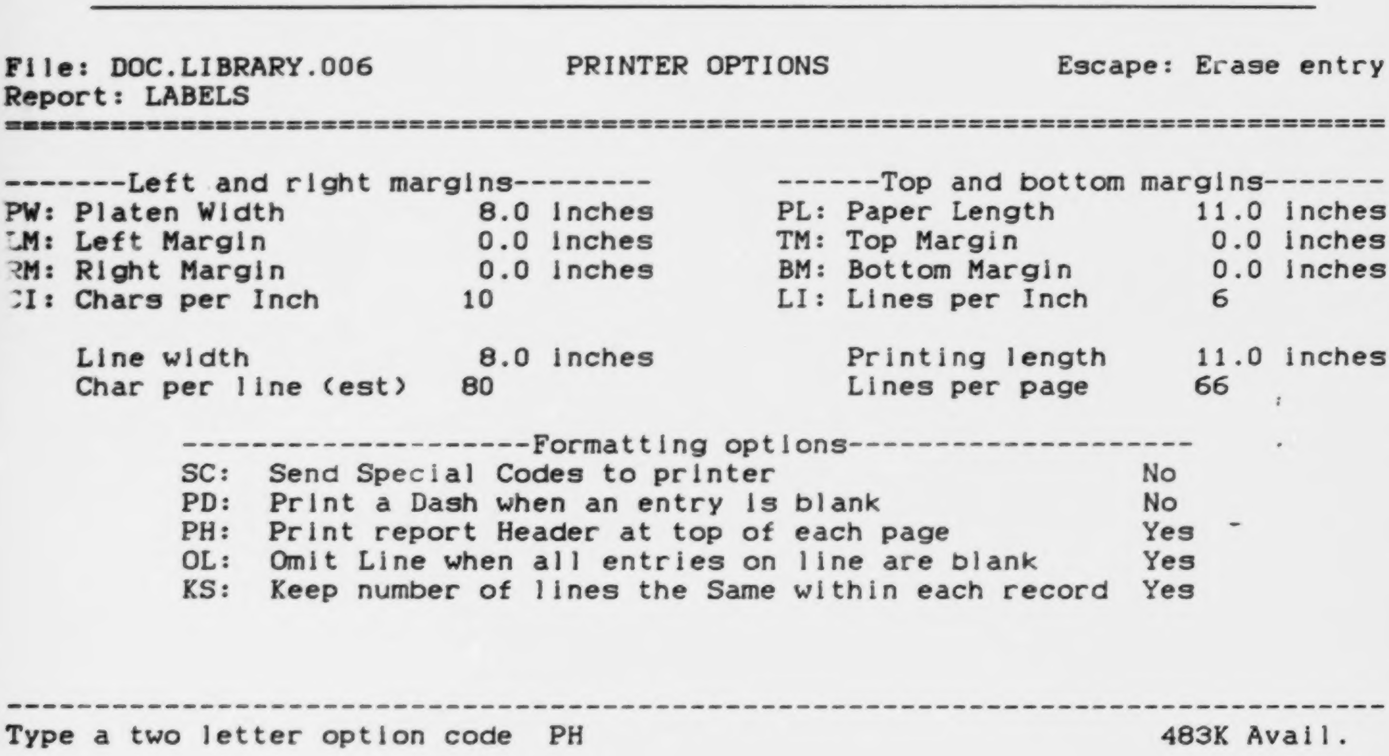
vi. Press the OPEN-APPLE and the "O" (Print Options) keys at the same time. The program now shifts to print options as shown in Figure 34.



```
File: DOC.LIBRARY.006           PRINTER OPTIONS          Escape: Report Format
Report: LABELS
===============================================================================

-------Left and right margins--------      ------Top and bottom margins-------
PW: Platen Width            8.0 inches     PL: Paper Length        11.0 inches
LM: Left Margin             0.0 inches     TM: Top Margin           0.0 inches
RM: Right Margin            0.0 inches     BM: Bottom Margin        0.0 inches
CI: Chars per Inch         10              LI: Lines per Inch       6

    Line width              8.0 inches         Printing length     11.0 inches
    Char per line (est)    80                  Lines per page      66

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                       No
          PD:  Print a Dash when an entry is blank                 No
          PH:  Print report Header at top of each page             Yes
          OL:  Omit Line when all entries on line are blank        Yes
          KS:  Keep number of lines the Same within each record    Yes


-------------------------------------------------------------------------------
Type a two letter option code                                       483K Avail.
```

Figure 34. Print Options Menu.

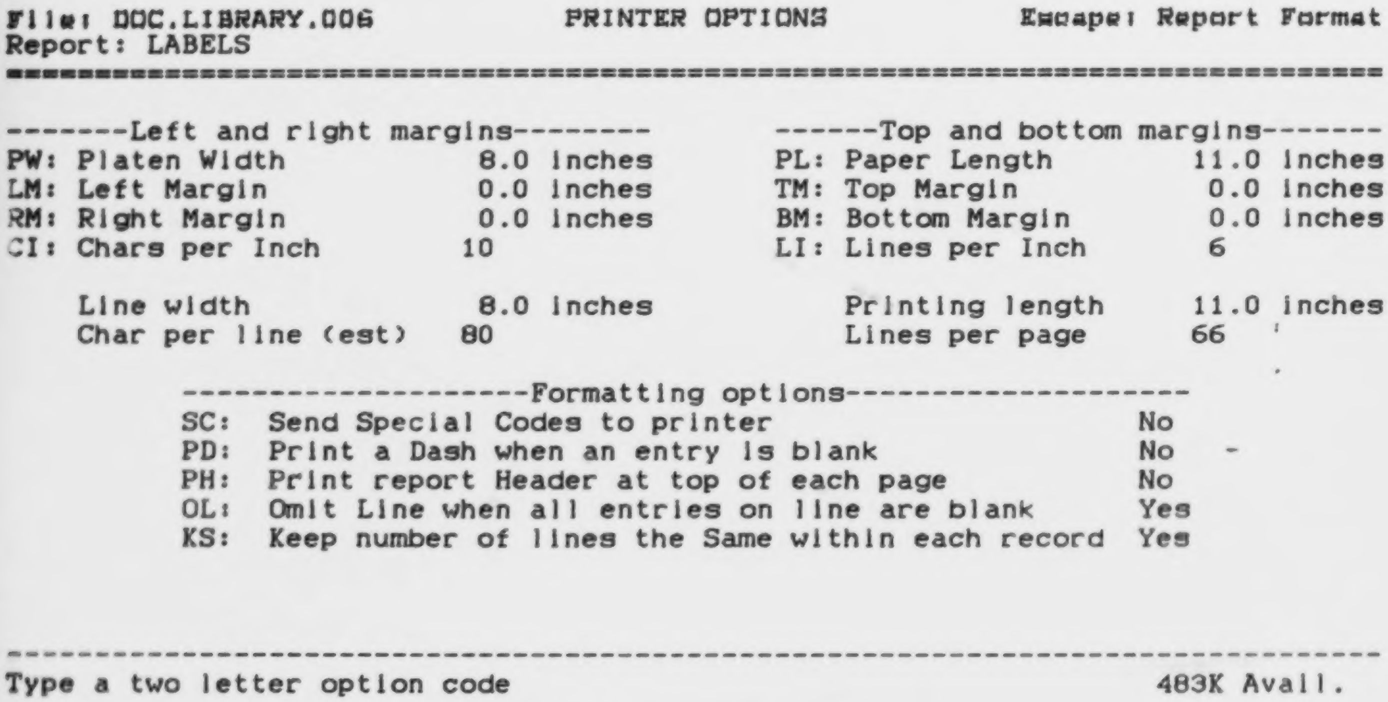
vii. Type PH (see Figure 35).



```
File: DOC.LIBRARY.006           PRINTER OPTIONS           Escape: Erase entry
Report: LABELS
=============================================================================

-------Left and right margins--------        ------Top and bottom margins-------
PW: Platen Width            8.0 inches       PL: Paper Length          11.0 inches
LM: Left Margin             0.0 inches       TM: Top Margin             0.0 inches
RM: Right Margin            0.0 inches       BM: Bottom Margin          0.0 inches
CI: Chars per Inch         10                LI: Lines per Inch         6

    Line width              8.0 inches           Printing length       11.0 inches
    Char per line (est)    80                    Lines per page        66

          ------------------Formatting options-------------------
          SC:   Send Special Codes to printer                      No
          PD:   Print a Dash when an entry is blank                No
          PH:   Print report Header at top of each page            Yes
          OL:   Omit Line when all entries on line are blank       Yes
          KS:   Keep number of lines the Same within each record   Yes

-----------------------------------------------------------------------------
Type a two letter option code  PH                                 483K Avail.
```

Figure 35. PH Section of The Print Options Typed.

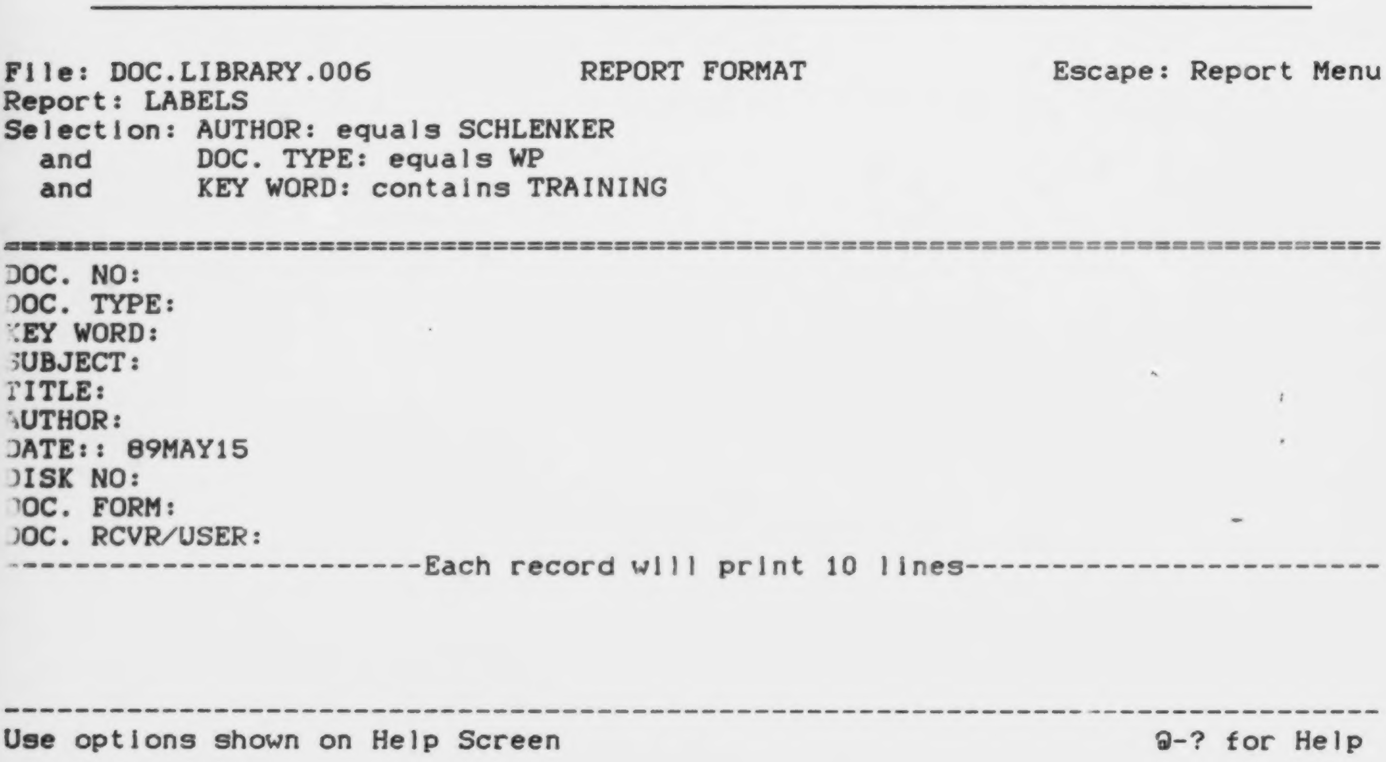
ix. Press the RETURN key once. Compare the screen now with the monitor screen shown in Figure 34. Notice that the wording changed from "Yes" to "No" following the "PH" category (see Figure 36).



```
File: DOC.LIBRARY.006            PRINTER OPTIONS          Escape: Report Format
Report: LABELS
===============================================================================

-------Left and right margins--------       ------Top and bottom margins-------
PW: Platen Width           8.0 inches       PL: Paper Length         11.0 inches
LM: Left Margin            0.0 inches       TM: Top Margin            0.0 inches
RM: Right Margin           0.0 inches       BM: Bottom Margin         0.0 inches
CI: Chars per Inch        10                LI: Lines per Inch        6

    Line width             8.0 inches           Printing length      11.0 inches
    Char per line (est)   80                    Lines per page       66

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                    No
          PD:  Print a Dash when an entry is blank              No
          PH:  Print report Header at top of each page          No
          OL:  Omit Line when all entries on line are blank     Yes
          KS:  Keep number of lines the Same within each record Yes

-------------------------------------------------------------------------------
Type a two letter option code                                      483K Avail.
```

Figure 36. The Change In PH Category.

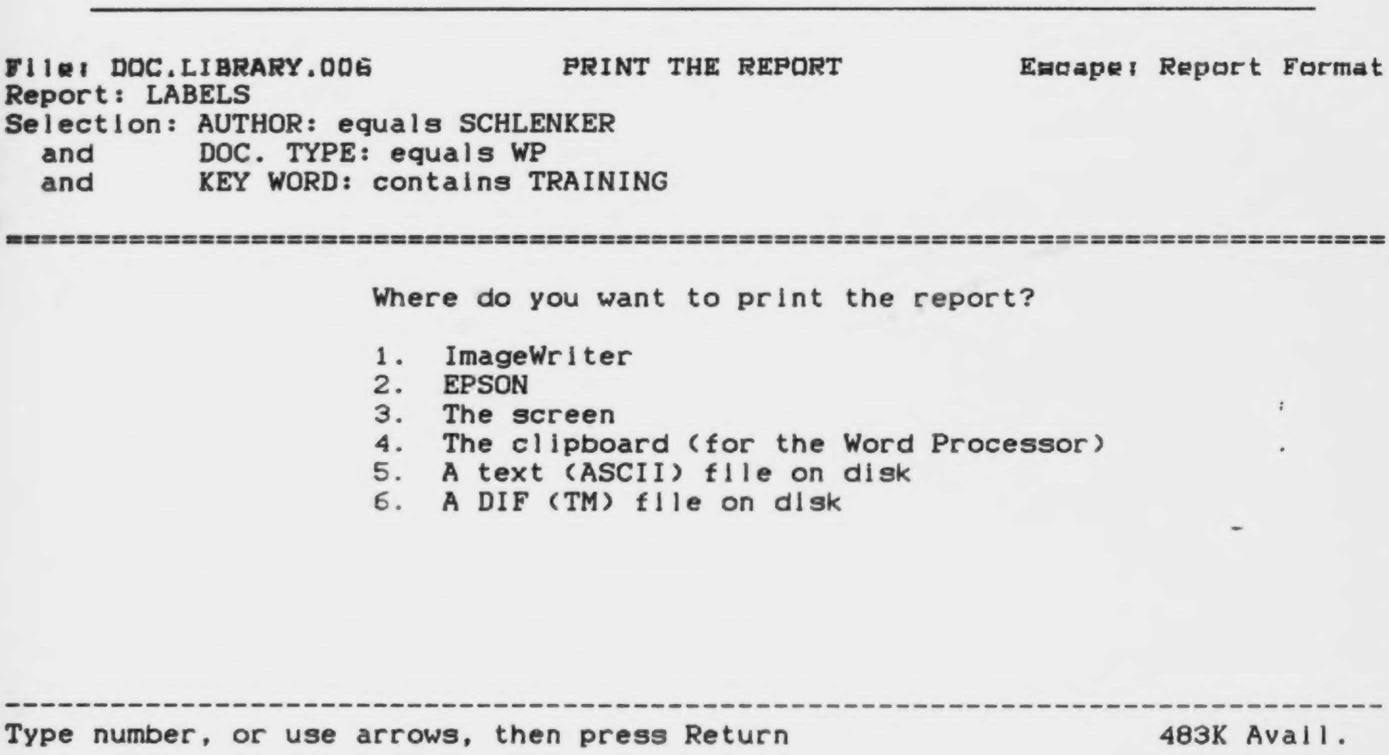
x. Press the ESC key once. The program returns you to the pre-print option location (Figure 37).



```
File: DOC.LIBRARY.006            REPORT FORMAT            Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

===============================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



-------------------------------------------------------------------------------
Use options shown on Help Screen                                 @-? for Help
```

Figure 37. Pre-Print Option Location.

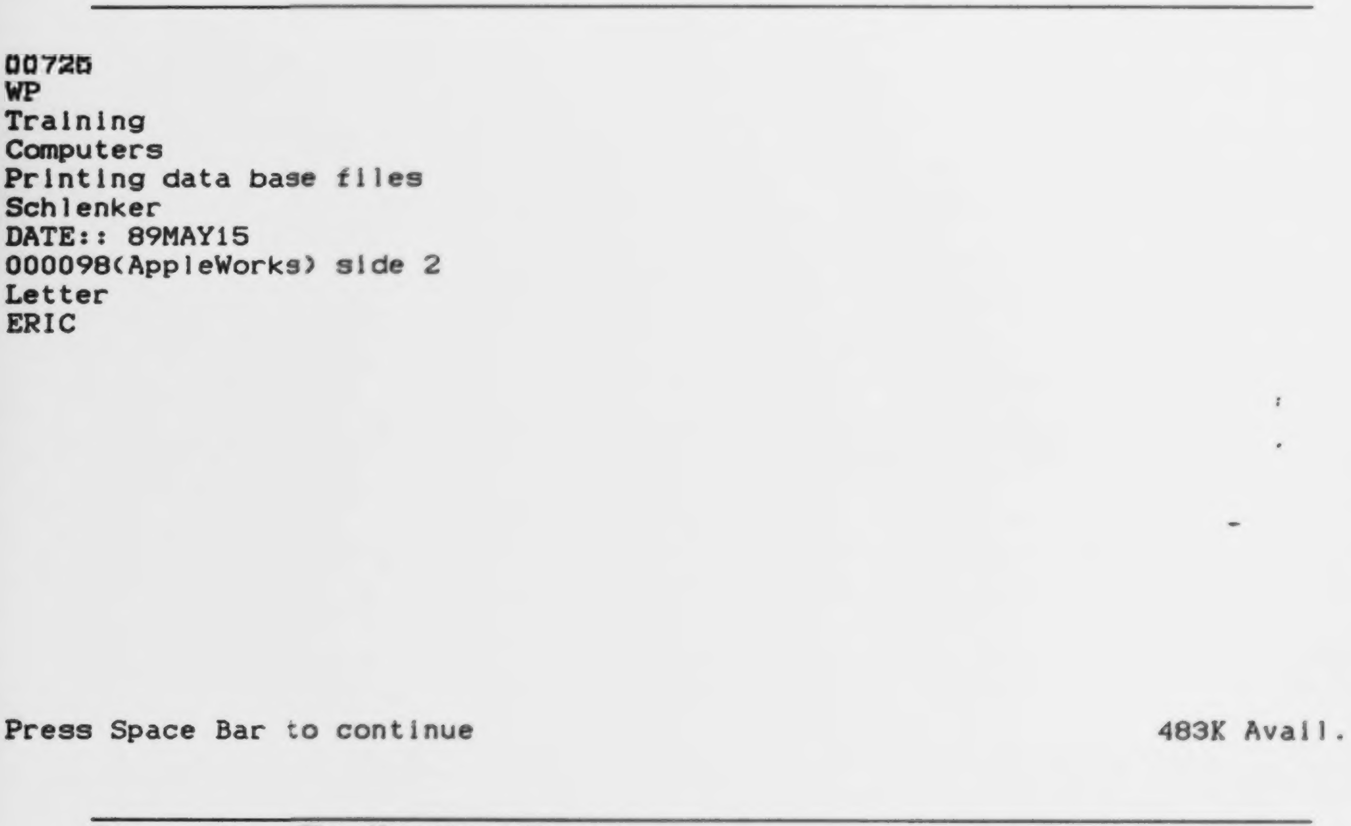
xi. Press the OPEN-APPLE and the "P" keys at the same time to reenter the PRINT THE REPORT option (see Figure 38).



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
================================================================================

                    Where do you want to print the report?

                    1.  ImageWriter
                    2.  EPSON
                    3.  The screen
                    4.  The clipboard (for the Word Processor)
                    5.  A text (ASCII) file on disk
                    6.  A DIF (TM) file on disk




--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 38. The PRINT THE REPORT Option Reentered.

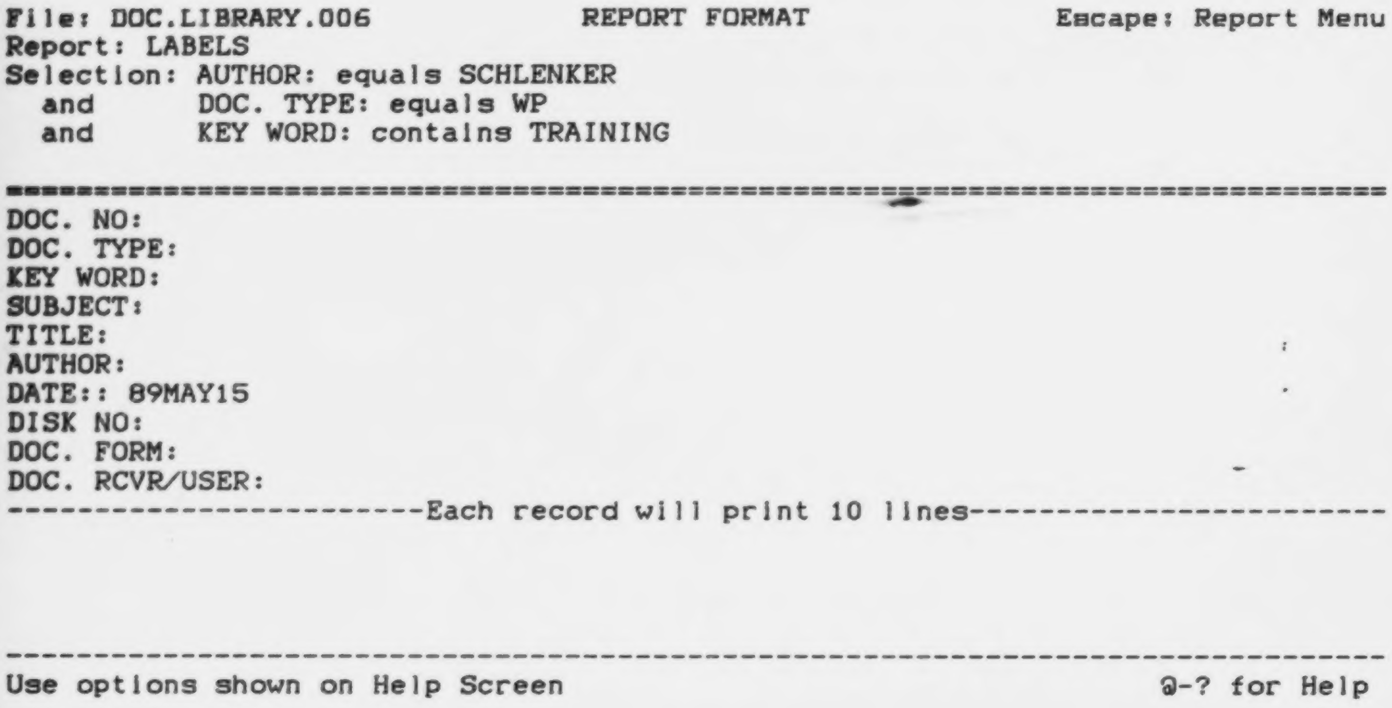
xii. Highlight "The Screen" and press the RETURN key once. The screen now shows the report printed to the screen as it will look on paper with the PH change incorporated (see Figure 39).



```
00725
WP
Training
Computers
Printing data base files
Schlenker
DATE:: 89MAY15
000098(AppleWorks) side 2
Letter
ERIC







Press Space Bar to continue                                 483K Avail.
```

Figure 39. The Modified Report.

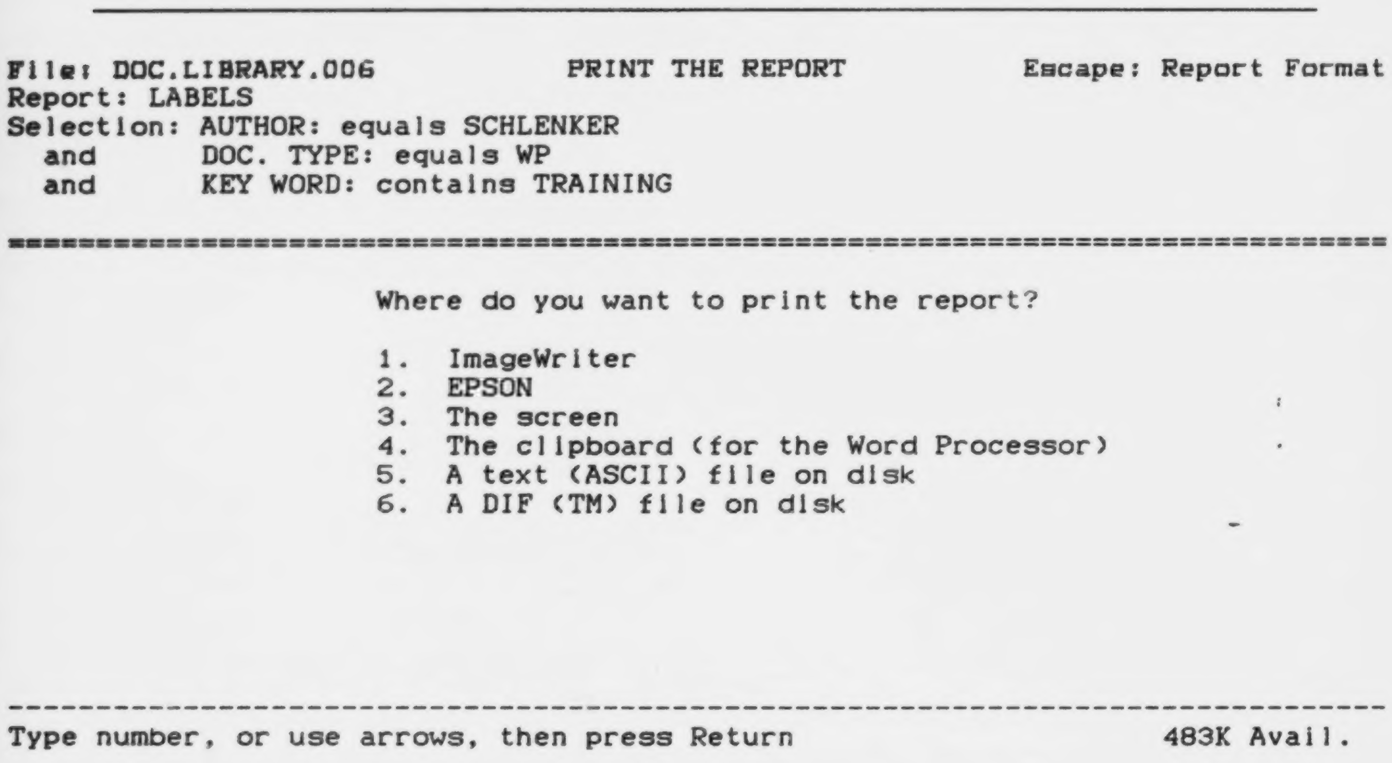
xiv. Press the SPACE-BAR once to return to the pre-print option phase (see Figure 40).



```
File: DOC.LIBRARY.006            REPORT FORMAT             Escape: Report Menu
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING

================================================================================
DOC. NO:
DOC. TYPE:
KEY WORD:
SUBJECT:
TITLE:
AUTHOR:
DATE:: 89MAY15
DISK NO:
DOC. FORM:
DOC. RCVR/USER:
------------------------Each record will print 10 lines------------------------



--------------------------------------------------------------------------------
Use options shown on Help Screen                                     @-? for Help
```

Figure 40. The Monitor Showing The Pre-Print Option Phase.

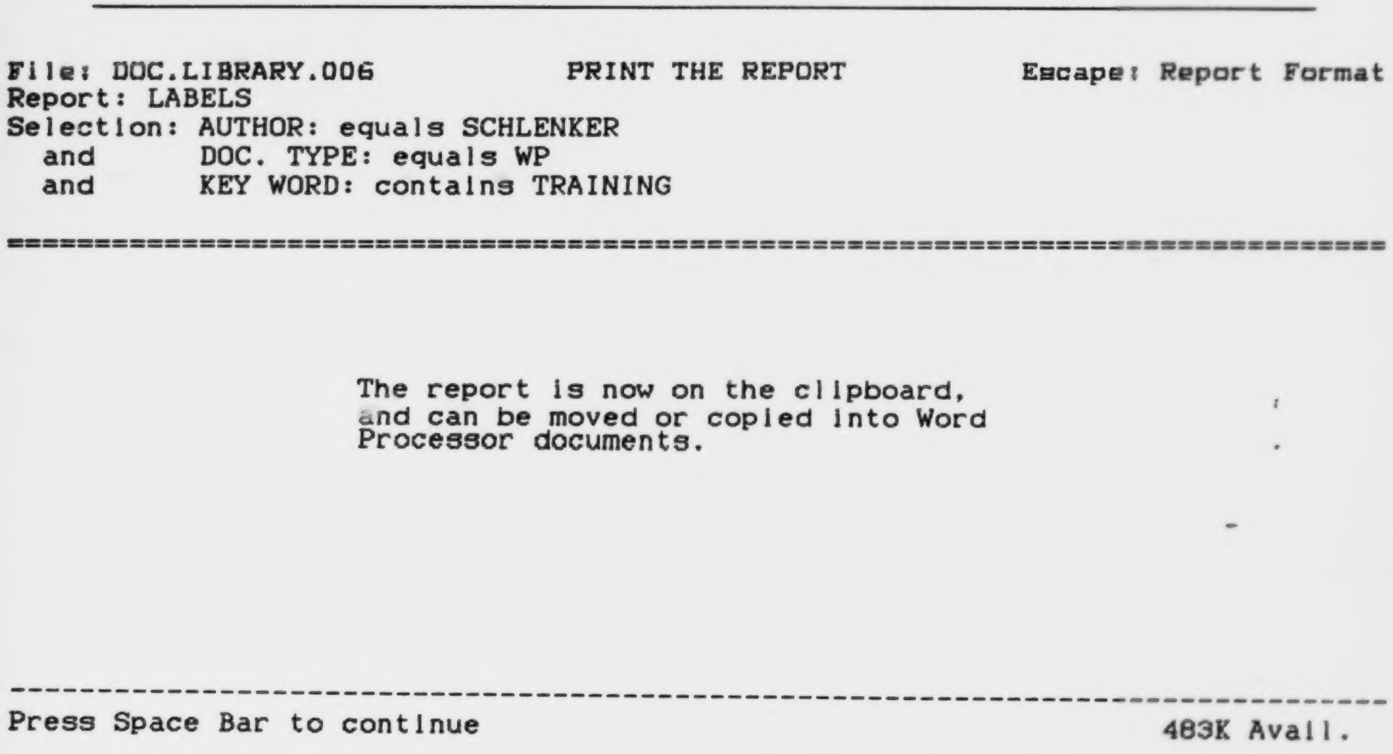
xv. Press the OPEN-APPLE and the "P" keys at the same time. You have returned to the PRINT THE REPORT menu (see Figure 41).



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
===============================================================================

                        Where do you want to print the report?

                        1.  ImageWriter
                        2.  EPSON
                        3.  The screen
                        4.  The clipboard (for the Word Processor)
                        5.  A text (ASCII) file on disk
                        6.  A DIF (TM) file on disk




-------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       483K Avail.
```

Figure 41. The PRINT THE REPORT menu.

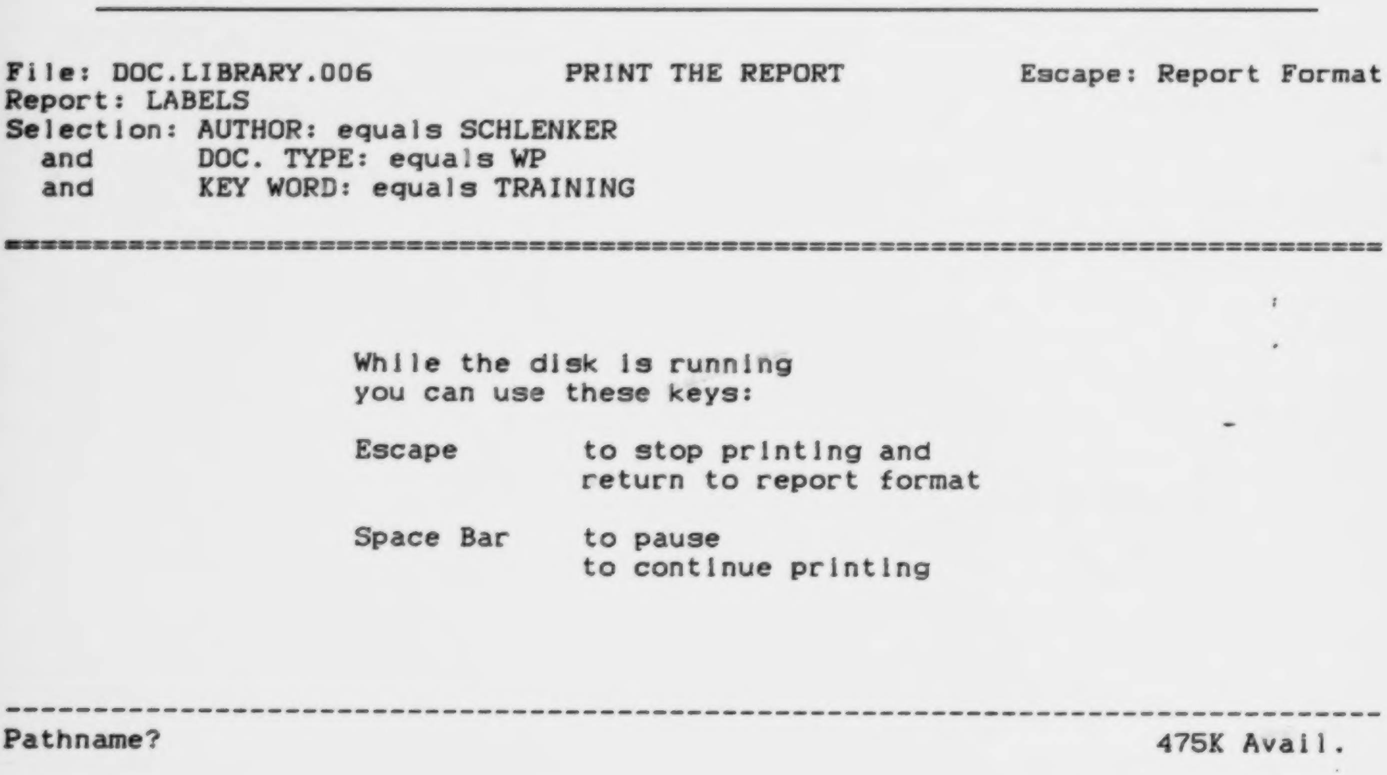
xvi. If you highlight the "The clipboard (for the Word Processor)" and press the RETURN key once, your screen will appear like the example in Figure 42. This route must be taken if want to move your data base file into a word processing file. You might do this if you needed to use the information from the data base file in a written report.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
==============================================================================


                    The report is now on the clipboard,
                    and can be moved or copied into Word
                    Processor documents.




------------------------------------------------------------------------------
Press Space Bar to continue                                         483K Avail.
```

Figure 42. The Monitor Screen After Printing The Data Base File To The Clipboard.

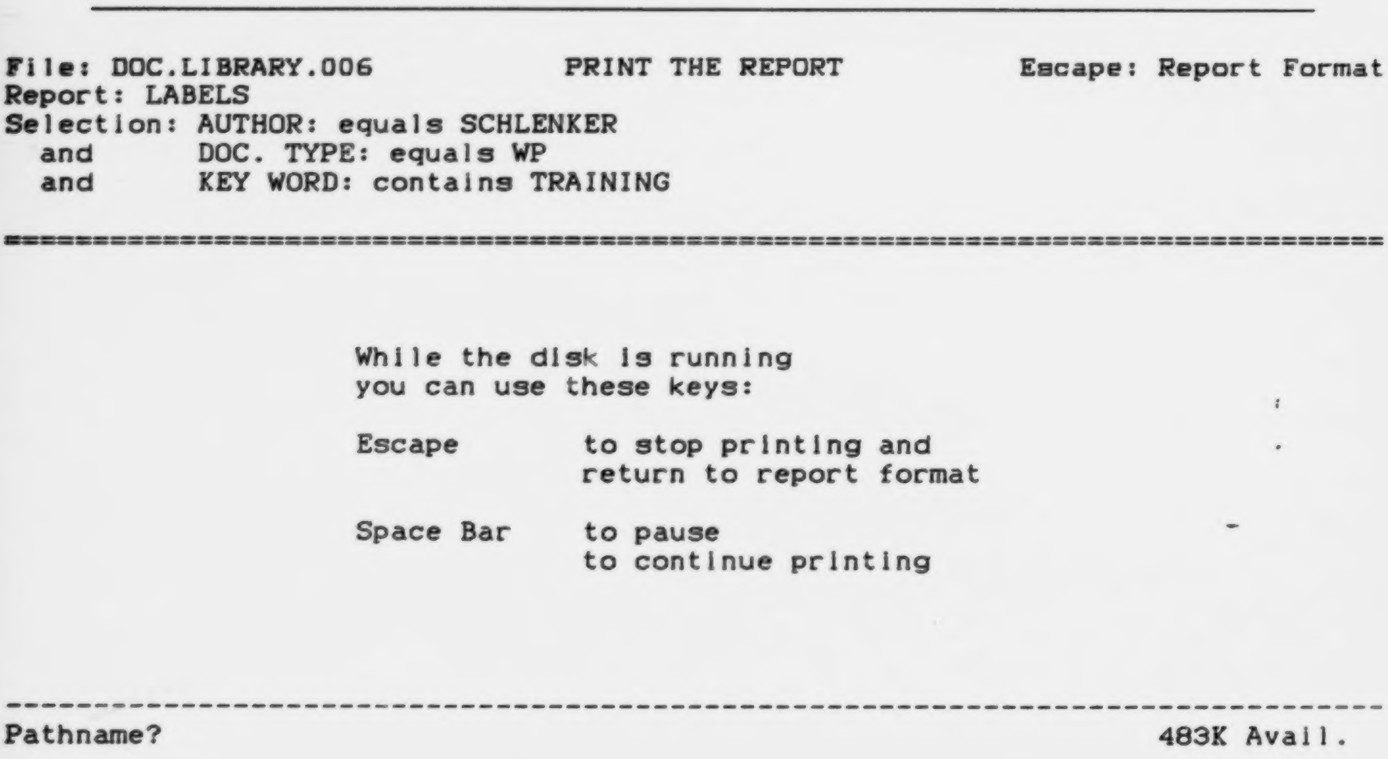
xvii. If you highlight the "A text (ASCII) file on disk" option and press the RETURN key once, the result will be the same as is seen in Figure 43. Note in the lower left corner of the screen that the program requires you to provide "pathname" information before you can proceed. Consult your AppleWorks users manual for a discussion of "pathnames." Should you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: equals TRAINING
==============================================================================


                    While the disk is running
                    you can use these keys:

                    Escape         to stop printing and
                                   return to report format

                    Space Bar      to pause
                                   to continue printing


------------------------------------------------------------------------------
Pathname?                                                           475K Avail.
```

Figure 43. The Monitor Screen Showing The Results Of Selecting The ASCII Print Option.

xviii. If you highlight the "A DIF (TM) file on disk" option and press the RETURN key once you'll obtain the results seen on the screen in Figure 44. If you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.



```
File: DOC.LIBRARY.006          PRINT THE REPORT          Escape: Report Format
Report: LABELS
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: contains TRAINING
==============================================================================


                    While the disk is running
                    you can use these keys:

                    Escape       to stop printing and
                                 return to report format

                    Space Bar    to pause
                                 to continue printing


------------------------------------------------------------------------------
Pathname?                                                          483K Avail.
```

Figure 44. The Results Of Selecting The DIF Option.

xix. Highlight the name of the type of printer you are using with the ARROW keys.

xx. Press the RETURN key once and follow the directions printed on the screen to print your report. The result will be similar the example shown in Figure 45.

```
File:    DOC.LIBRARY.006                                        Page 1
Report: LABELS                                                 89MAY24
Selection: AUTHOR: equals SCHLENKER
  and      DOC. TYPE: equals WP
  and      KEY WORD: equals TRAINING

00725
WP
Training
Computers
Printing data base files
Schlenker
89MAY15
000098(AppleWorks) side 2
Letter
ERIC
```

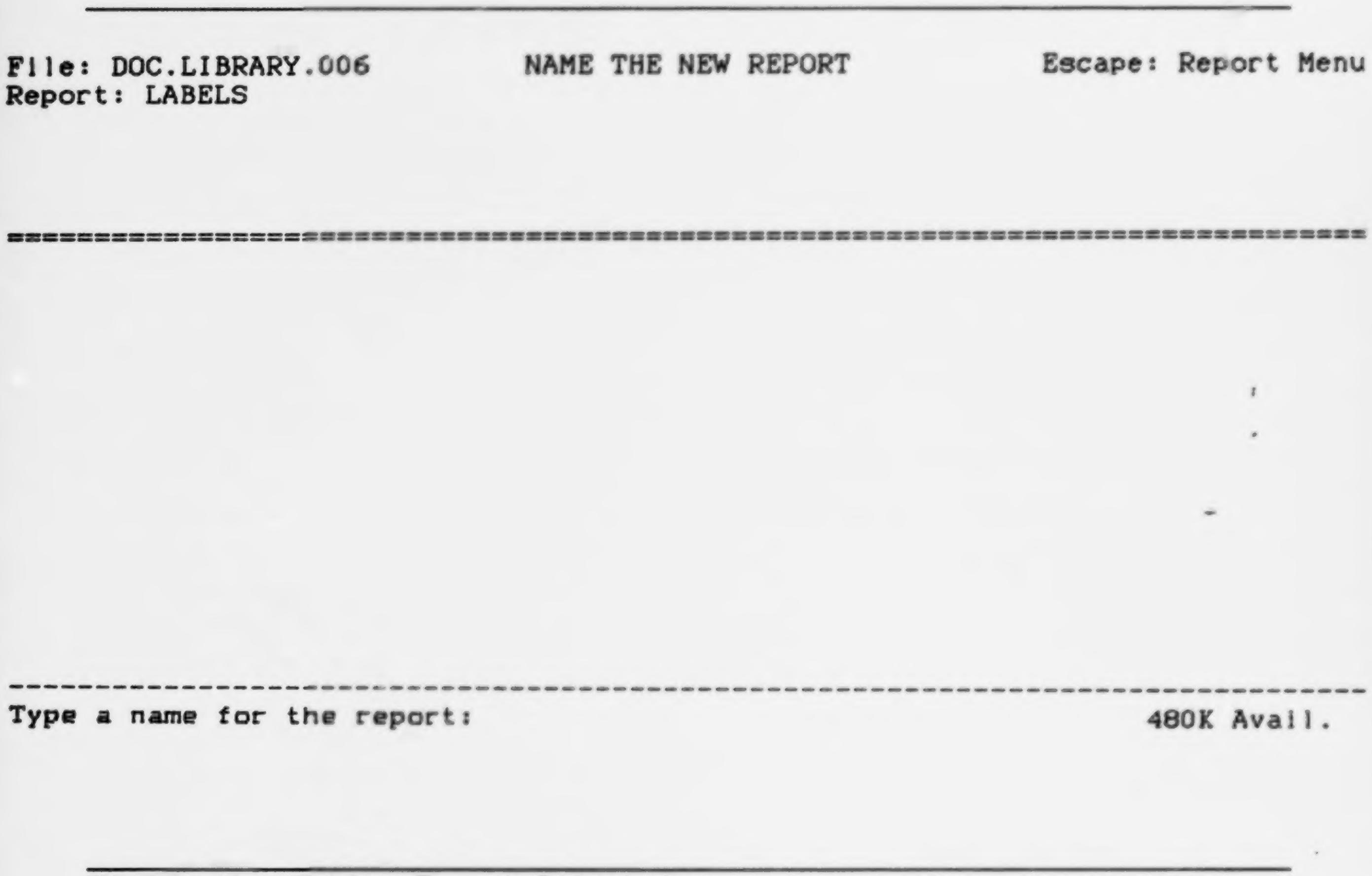
Figure 45. An Example Report Printed In The Labels Format.

03. Tables Format. Exercise the data base print option as follows:

a. Press the OPEN-APPLE and the "P" keys at the same time.

b. Select option #2, "Create a new "Tables" format," from the "Report Format" menu by highlighting it.

c. Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 46.

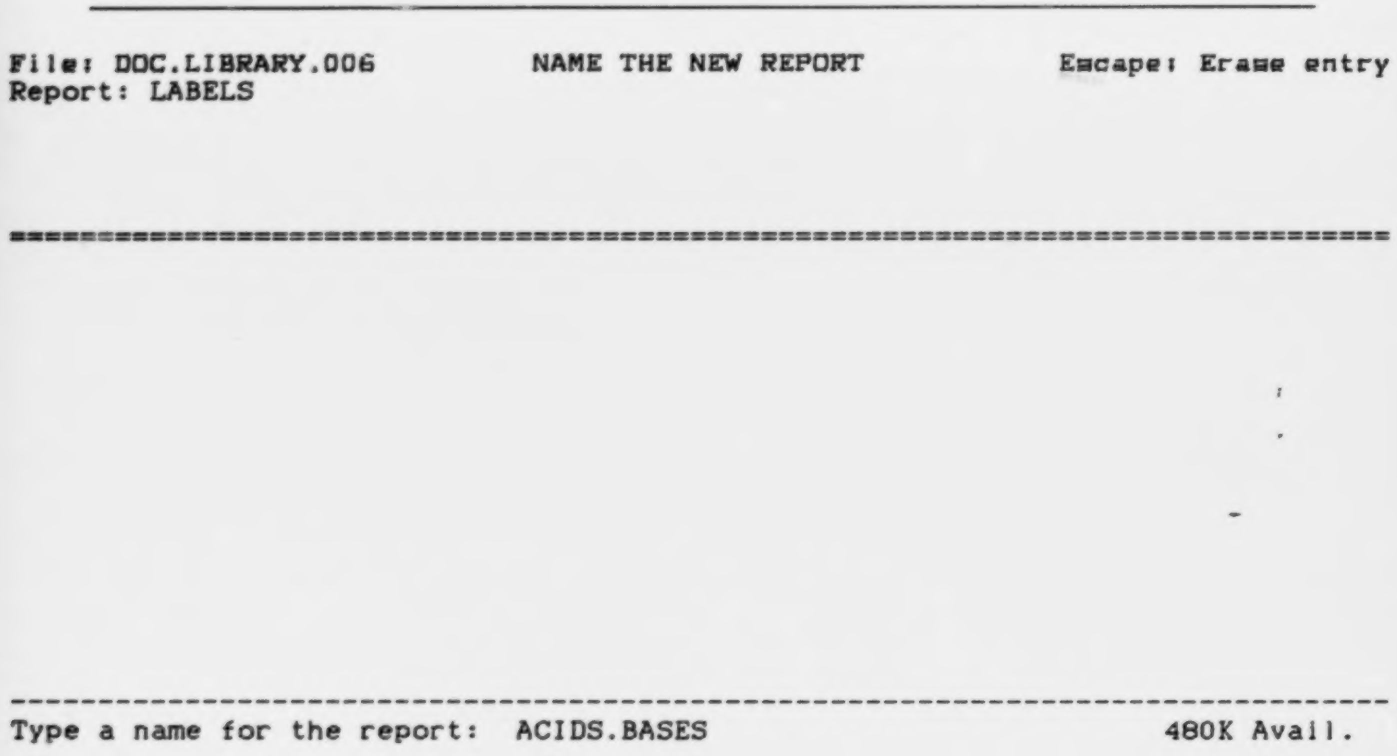


```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Report Menu
Report: LABELS



===============================================================================








-------------------------------------------------------------------------------
Type a name for the report:                                        480K Avail.
```

Figure 46. Tables Format Selected.

d. Report Naming.

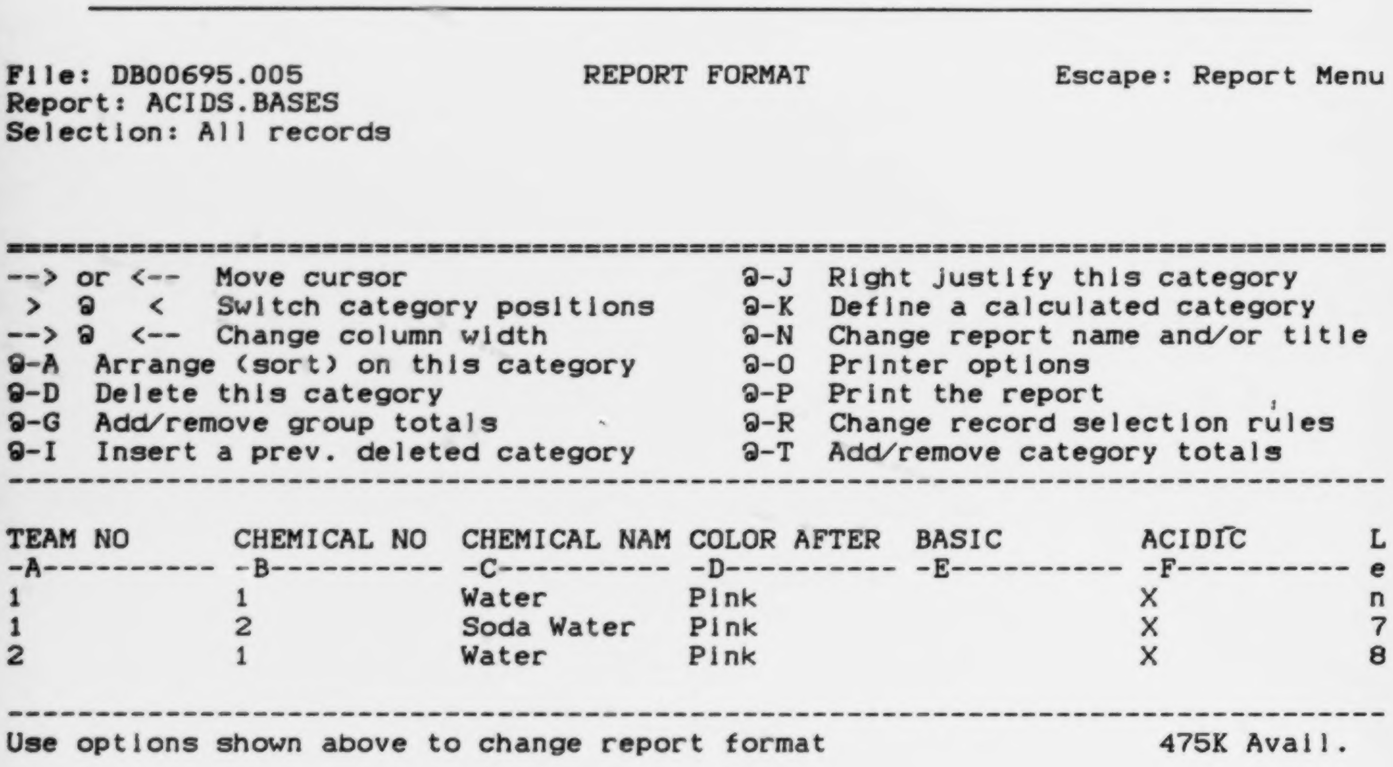
(1) Type the report name. Your screen now appears similar to Figure 47.



```
File: DOC.LIBRARY.006          NAME THE NEW REPORT          Escape: Erase entry
Report: LABELS

================================================================================




--------------------------------------------------------------------------------
Type a name for the report:  ACIDS.BASES                           480K Avail.
```

Figure 47. Tables Format After The Report Has Been Named.

(2) Press the RETURN key once and then examine Figure 48.



```
File: DB00695.005               REPORT FORMAT            Escape: Report Menu
Report: ACIDS.BASES
Selection: All records


===========================================================================
--> or <--  Move cursor                     @-J  Right justify this category
 > @  <     Switch category positions       @-K  Define a calculated category
--> @ <--   Change column width             @-N  Change report name and/or title
@-A  Arrange (sort) on this category        @-O  Printer options
@-D  Delete this category                   @-P  Print the report
@-G  Add/remove group totals                @-R  Change record selection rules
@-I  Insert a prev. deleted category        @-T  Add/remove category totals
---------------------------------------------------------------------------

TEAM NO     CHEMICAL NO CHEMICAL NAM COLOR AFTER BASIC       ACIDIC      L
-A--------- -B--------- -C---------- -D--------- -E--------- -F--------- e
1           1           Water        Pink                    X           n
1           2           Soda Water   Pink                    X           7
2           1           Water        Pink                    X           8

---------------------------------------------------------------------------
Use options shown above to change report format              475K Avail.
```

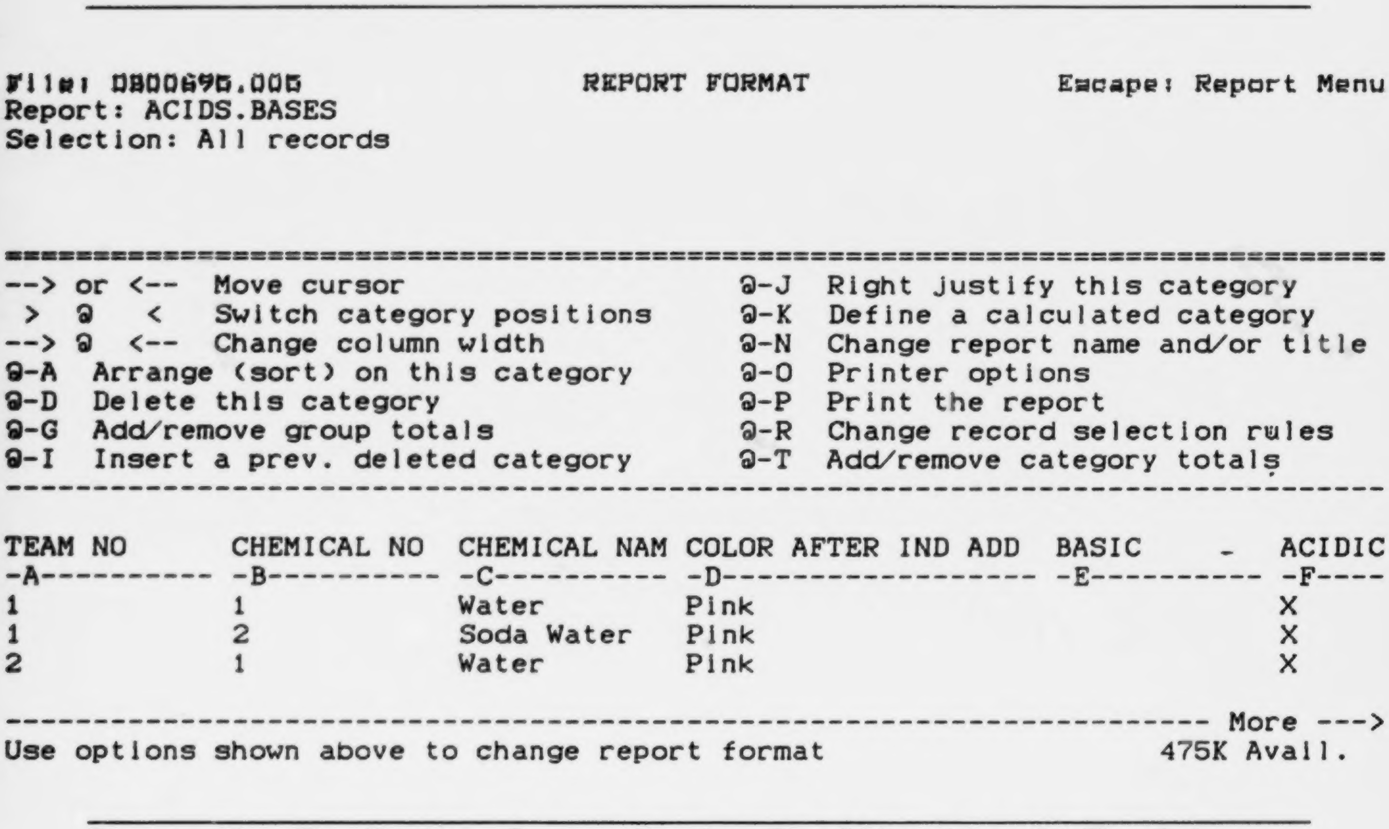
Figure 48. The Monitor Screen After Entering The Report Name

e. <u>Selecting Print Options</u>. Directions to the printer can be dictated in two ways; using the options shown to you on the screen and by pressing the OPEN-APPLE and the "O" keys at the same time. We'll use the screen functions first.

(1) Altering category widths.

(a) Press the RIGHT-ARROW key several times to move the cursor to the COLOR category.

(b) Press and hold down the OPEN-APPLE key and while it is held down, press the RIGHT-ARROW key several times. Your screen will appear similar to the picture you see in Figure 49.

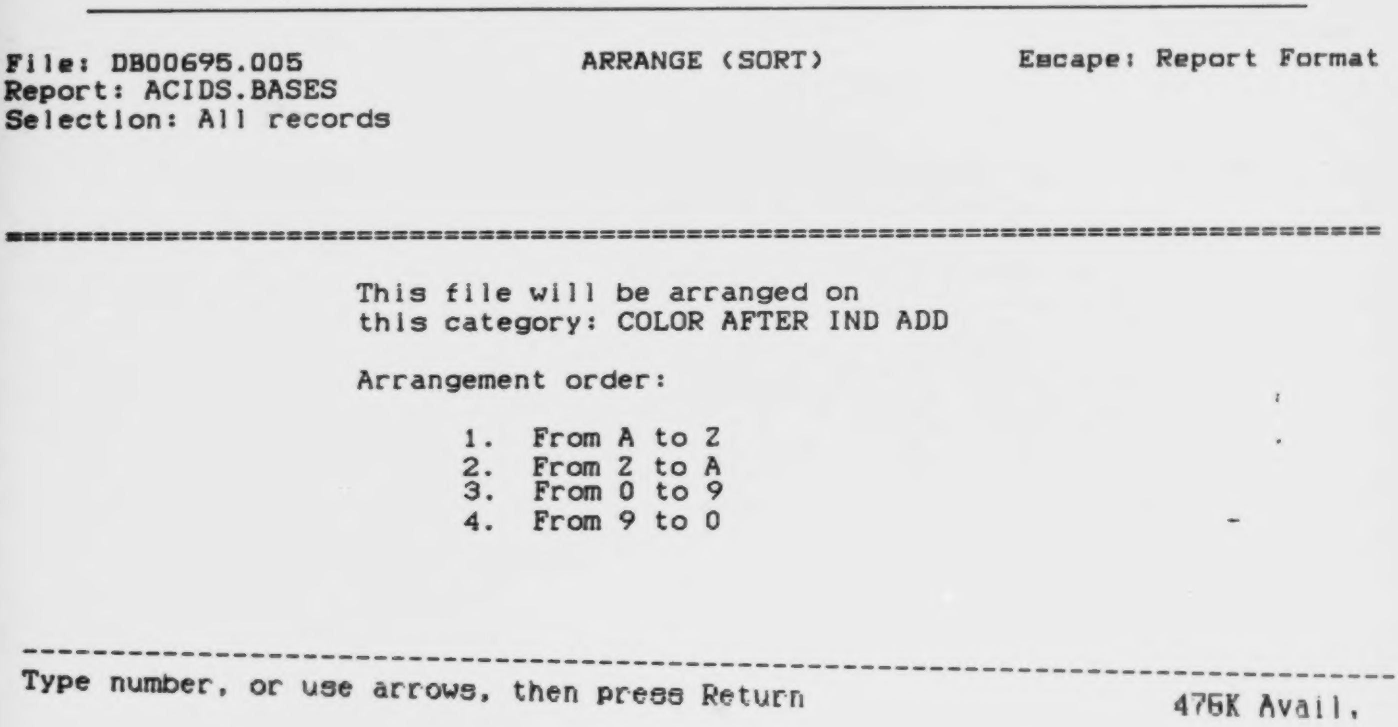


```
File: DB00696.006              REPORT FORMAT              Escape: Report Menu
Report: ACIDS.BASES
Selection: All records



===============================================================================
--> or <--  Move cursor                   @-J  Right justify this category
 >  @   <   Switch category positions     @-K  Define a calculated category
--> @  <--  Change column width           @-N  Change report name and/or title
@-A  Arrange (sort) on this category      @-O  Printer options
@-D  Delete this category                 @-P  Print the report
@-G  Add/remove group totals              @-R  Change record selection rules
@-I  Insert a prev. deleted category      @-T  Add/remove category totals
-------------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER IND ADD  BASIC      -  ACIDIC
-A---------- -B---------- -C---------- -D------------------ -E----------- -F----
1            1            Water        Pink                               X
1            2            Soda Water   Pink                               X
2            1            Water        Pink                               X

-------------------------------------------------------------------- More --->
Use options shown above to change report format                   475K Avail.
```

Figure 49. The Monitor Screen Showing The Alteration Of The Color Category.

(2) Alphabetical and numerical arrangement of categories.

(a) Leaving the cursor on the COLOR field, press the OPEN-APPLE and the "A" keys at the same time (see Figure 50).

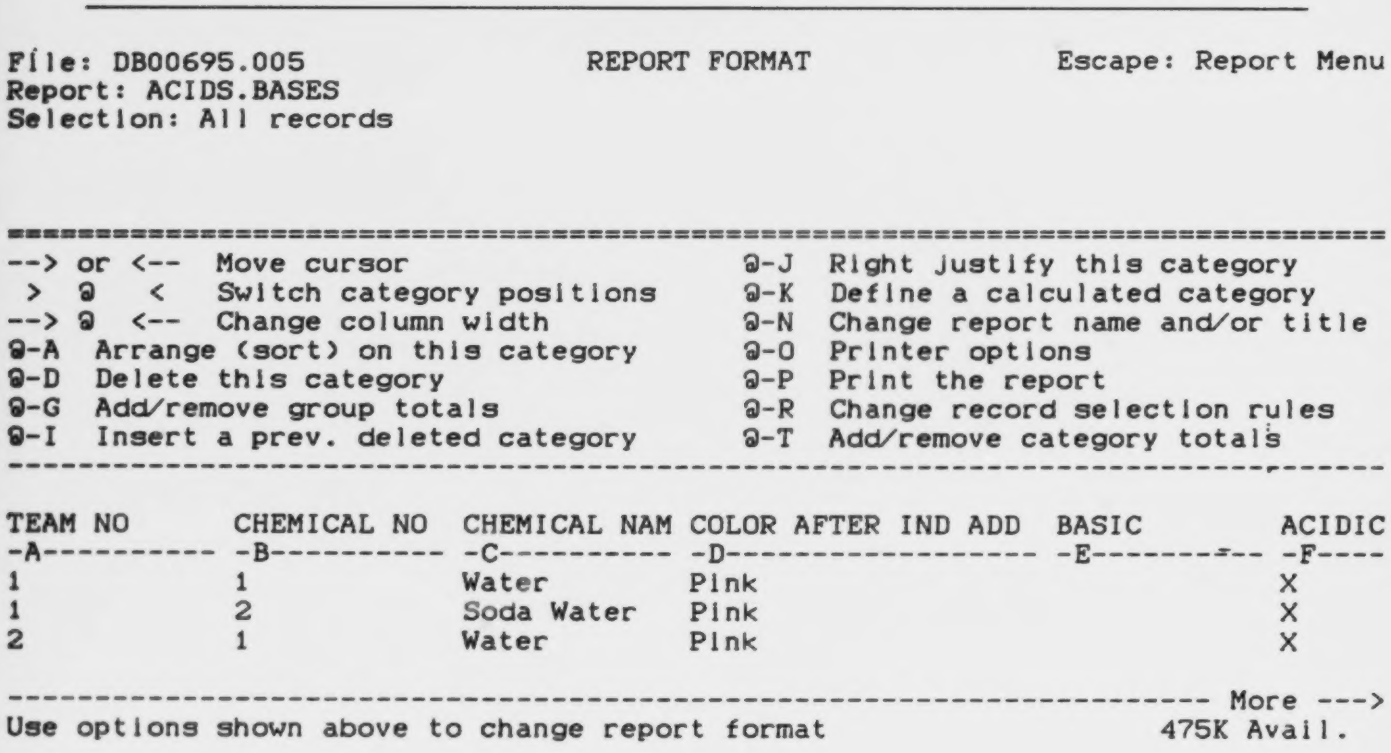


```
File: DB00695.005               ARRANGE (SORT)            Escape: Report Format
Report: ACIDS.BASES
Selection: All records

================================================================================
                    This file will be arranged on
                    this category: COLOR AFTER IND ADD

                    Arrangement order:

                         1.  From A to Z
                         2.  From Z to A
                         3.  From 0 to 9
                         4.  From 9 to 0


--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        476K Avail.
```

Figure 50. The Monitor Screen Showing The Arrange Menu.

(b) Press the DOWN-ARROW key until the, "From Z to A" option is highlighted.

(c) Press the RETURN key once and then examine Figure 51.

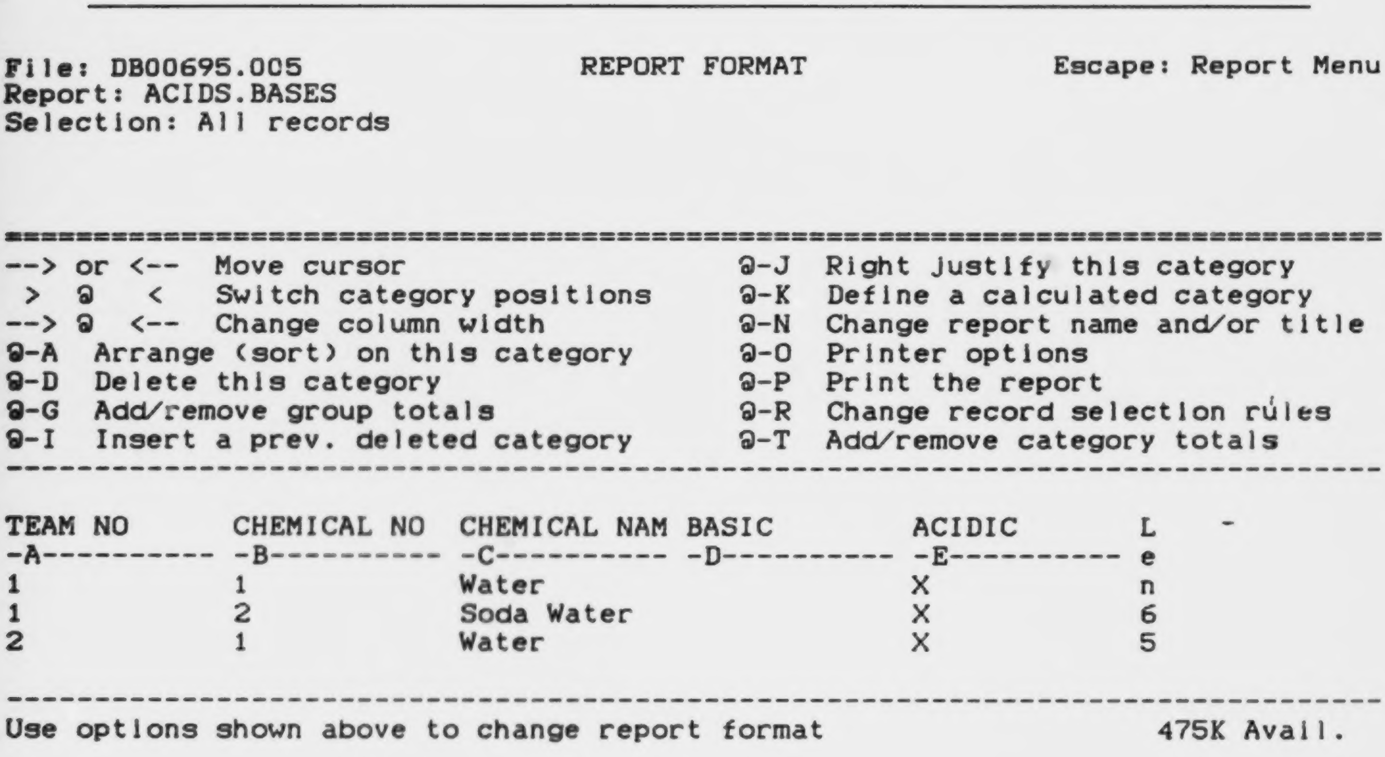


```
File: DB00695.005              REPORT FORMAT           Escape: Report Menu
Report: ACIDS.BASES
Selection: All records


==========================================================================
--> or <--  Move cursor                   @-J  Right justify this category
 > @   <    Switch category positions     @-K  Define a calculated category
--> @ <--   Change column width           @-N  Change report name and/or title
@-A  Arrange (sort) on this category      @-O  Printer options
@-D  Delete this category                 @-P  Print the report
@-G  Add/remove group totals              @-R  Change record selection rules
@-I  Insert a prev. deleted category      @-T  Add/remove category totals
--------------------------------------------------------------------------

TEAM NO     CHEMICAL NO CHEMICAL NAM COLOR AFTER IND ADD BASIC      ACIDIC
-A--------- -B--------- -C---------- -D----------------- -E-------- -F----
1           1           Water        Pink                           X
1           2           Soda Water   Pink                           X
2           1           Water        Pink                           X

---------------------------------------------------------------- More --->
Use options shown above to change report format               475K Avail.
```

Figure 51. The Rearranged Color Field.

(3) Delete a category.

(a) Press the OPEN-APPLE and the "D" keys at the same time. Your screen now shows that the category on which the cursor was placed is now missing (see Figure 52).

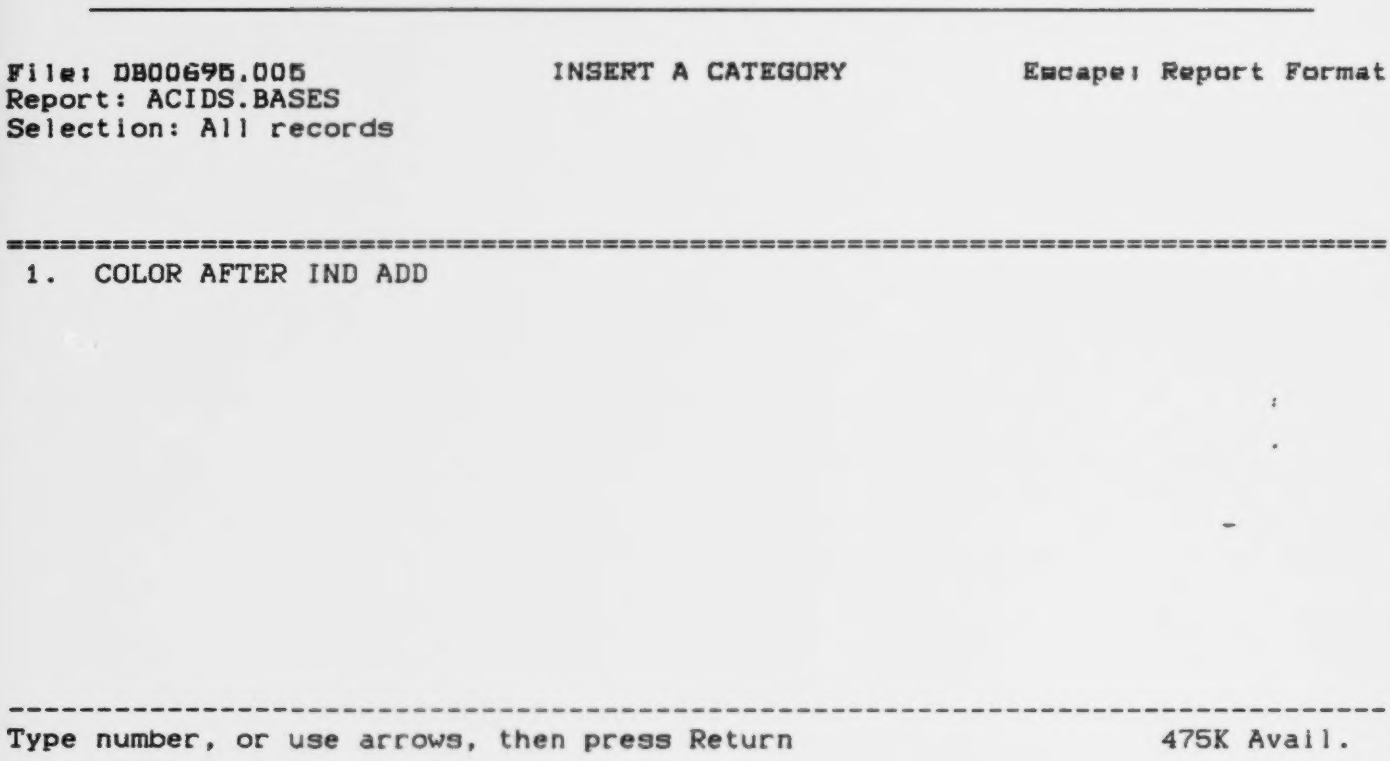


```
File: DB00695.005                REPORT FORMAT            Escape: Report Menu
Report: ACIDS.BASES
Selection: All records


================================================================================
--> or <--   Move cursor                     ə-J  Right justify this category
 > ə   <     Switch category positions       ə-K  Define a calculated category
--> ə <--    Change column width             ə-N  Change report name and/or title
ə-A  Arrange (sort) on this category         ə-O  Printer options
ə-D  Delete this category                    ə-P  Print the report
ə-G  Add/remove group totals                 ə-R  Change record selection rules
ə-I  Insert a prev. deleted category         ə-T  Add/remove category totals
--------------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM BASIC        ACIDIC       L   -
-A---------- -B---------- -C---------- -D---------- -E---------- e
1            1            Water                     X            n
1            2            Soda Water                X            6
2            1            Water                     X            5

--------------------------------------------------------------------------------
Use options shown above to change report format                    475K Avail.
```

Figure 52. The Monitor Screen Showing A Deleted Category.

(4) Insert a previously deleted category.

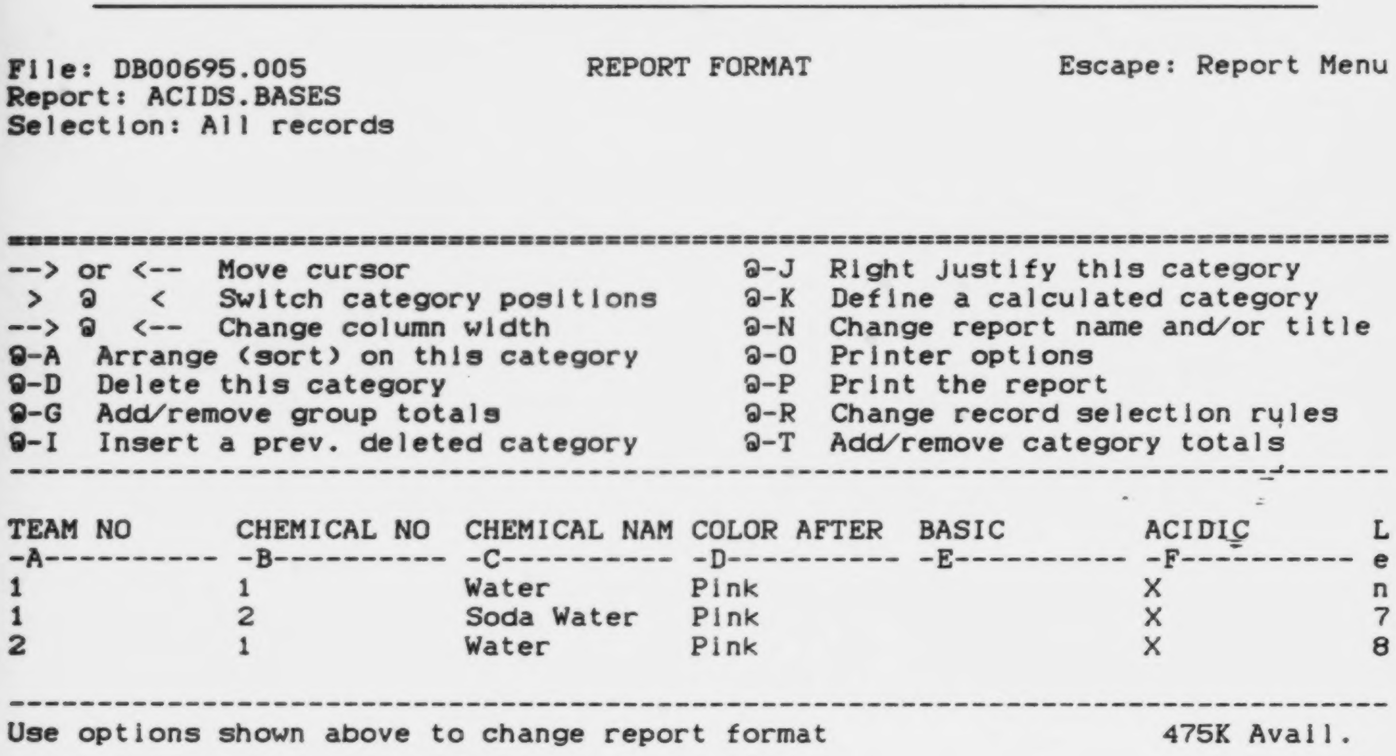
(a) Press the OPEN-APPLE and the "I" keys at the same time to start the insert process (see Figure 53).



```
File: DB00695.005              INSERT A CATEGORY          Escape: Report Format
Report: ACIDS.BASES
Selection: All records

================================================================================
 1.  COLOR AFTER IND ADD









--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       475K Avail.
```

Figure 53. The Monitor Screen After Beginning The Insert Process.

(b) Press the RETURN key once. The category has been reinserted (see Figure 54).

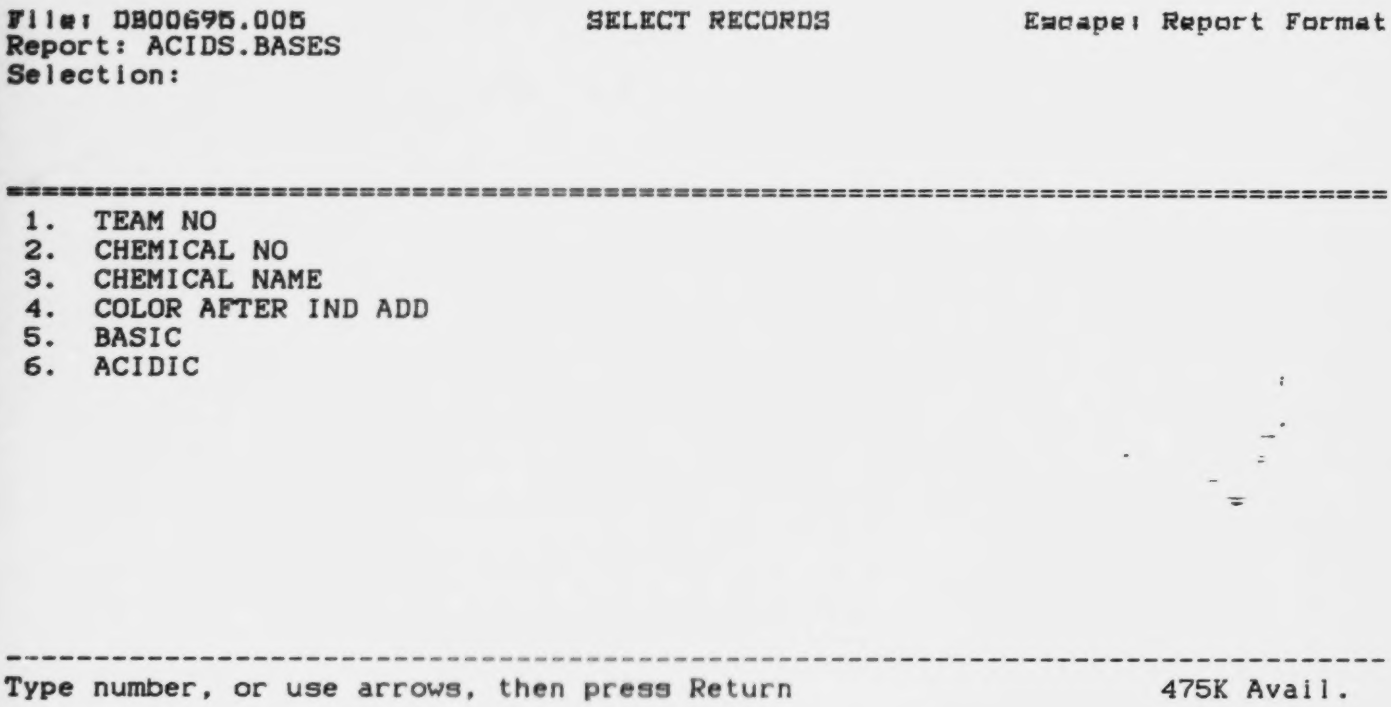


```
File: DB00695.005               REPORT FORMAT              Escape: Report Menu
Report: ACIDS.BASES
Selection: All records


==============================================================================
--> or <--  Move cursor                    @-J  Right justify this category
 >  @   <   Switch category positions      @-K  Define a calculated category
--> @  <--  Change column width            @-N  Change report name and/or title
@-A  Arrange (sort) on this category       @-O  Printer options
@-D  Delete this category                  @-P  Print the report
@-G  Add/remove group totals               @-R  Change record selection rules
@-I  Insert a prev. deleted category       @-T  Add/remove category totals
------------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER  BASIC        ACIDIC       L
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- e
1            1            Water        Pink                      X            n
1            2            Soda Water   Pink                      X            7
2            1            Water        Pink                      X            8

------------------------------------------------------------------------------
Use options shown above to change report format                    475K Avail.
```

Figure 54. The File After The Category Has Been Reinserted.

(5) Setting rules by which records are selected for printing.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 55).

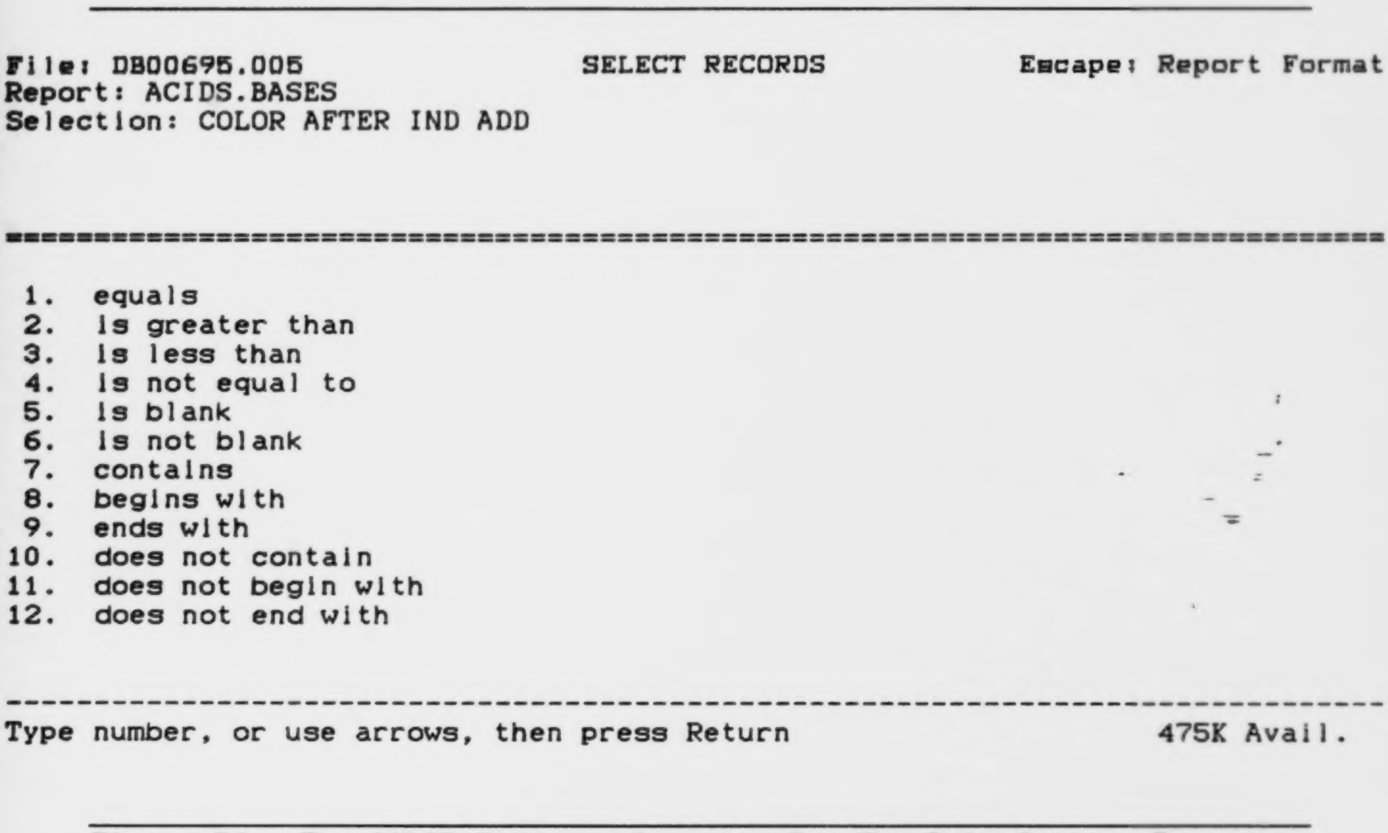


```
File: DB00695.005            SELECT RECORDS            Escape: Report Format
Report: ACIDS.BASES
Selection:


================================================================================
 1.  TEAM NO
 2.  CHEMICAL NO
 3.  CHEMICAL NAME
 4.  COLOR AFTER IND ADD
 5.  BASIC
 6.  ACIDIC







--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        475K Avail.
```

Figure 55. The Monitor Screen After Selecting The Rule Selection Option.

(b) Press the DOWN-ARROW key several times to highlight the COLOR category.

(c) Press the RETURN key once (see Figure 56).

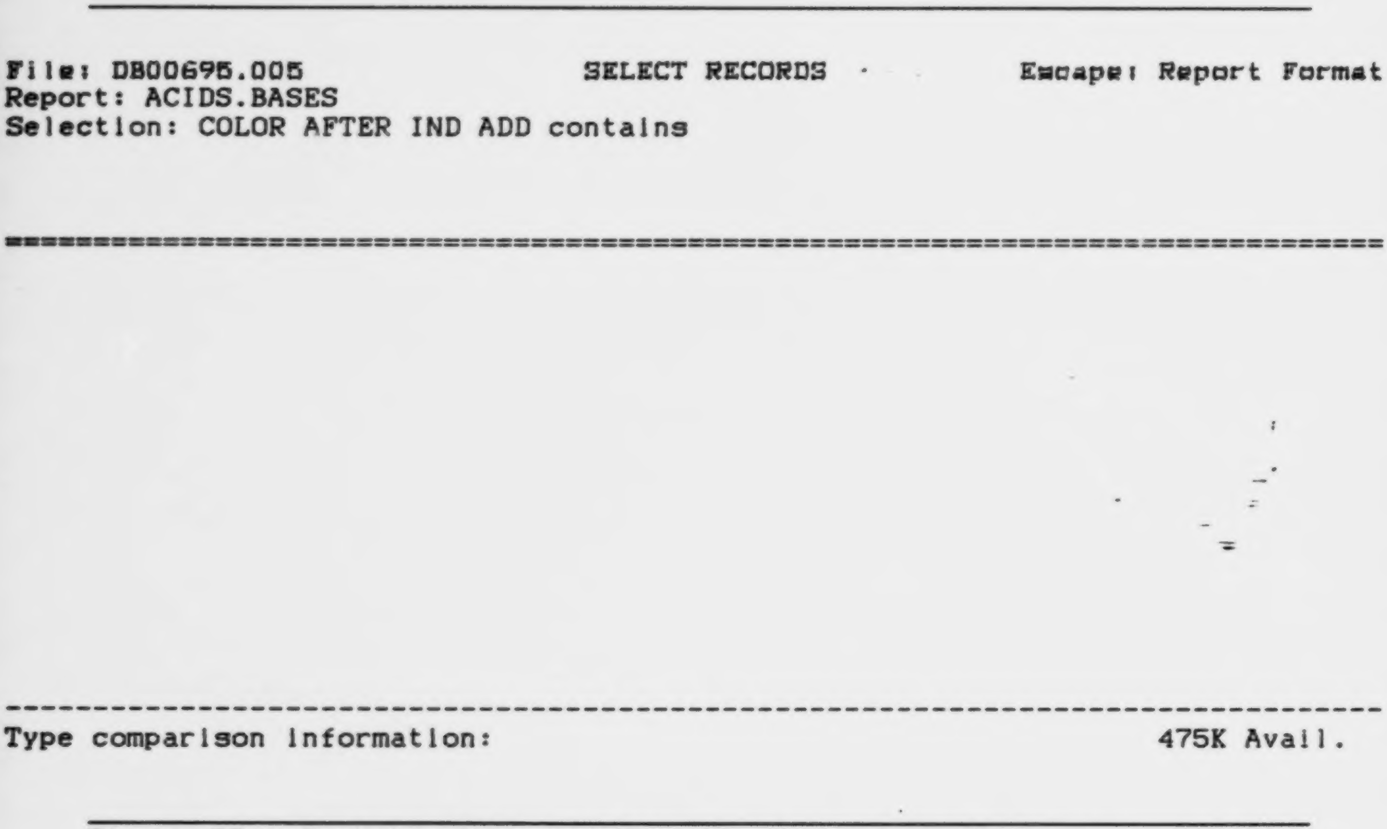


```
File: DB00695.005                SELECT RECORDS          Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD

==============================================================================

  1.  equals
  2.  is greater than
  3.  is less than
  4.  is not equal to
  5.  is blank
  6.  is not blank
  7.  contains
  8.  begins with
  9.  ends with
 10.  does not contain
 11.  does not begin with
 12.  does not end with

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                      475K Avail.
```

Figure 56. The COLOR Category Selected For The Rule Setting Process.

(d) Press the DOWN-ARROW key several times to highlight the CONTAINS category.

(e) Press the RETURN key once (see Figure 57).



```
File: DB00695.005                SELECT RECORDS  .          Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains

=============================================================================

-----------------------------------------------------------------------------
Type comparison information:                                        475K Avail.
```

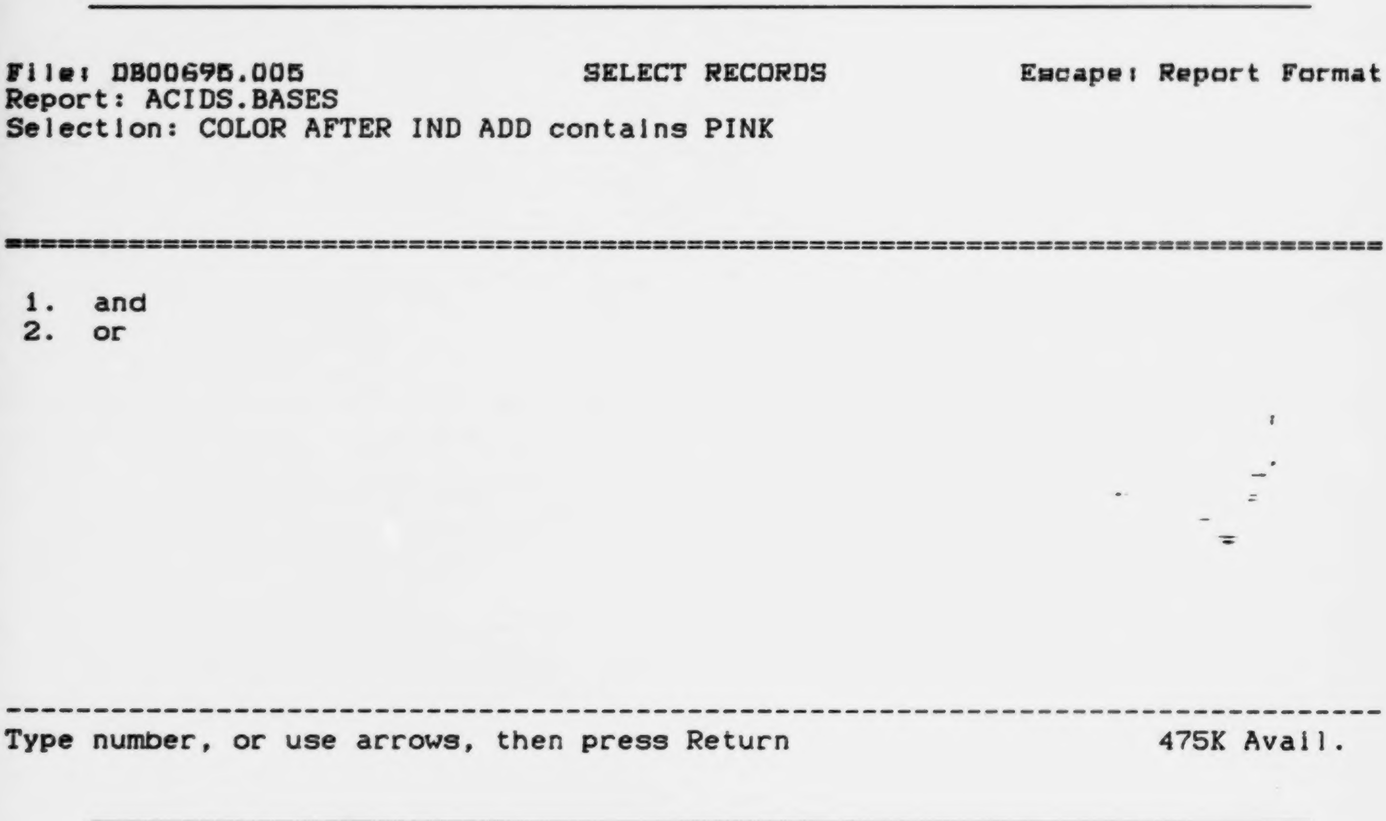
Figure 57. Contains Selected From The Comparison Options.

(f) Type Pink (or whatever other word you would like, based upon the data base with which you are working). Figure 58 shows the monitor screen after completing this action.

```
File: DB00695.005              SELECT RECORDS              Escape: Erase entry
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains

===============================================================================















-------------------------------------------------------------------------------
Type comparison information:  PINK                                 475K Avail.
```

Figure 58. The Monitor Screen After Inserting "Pink."

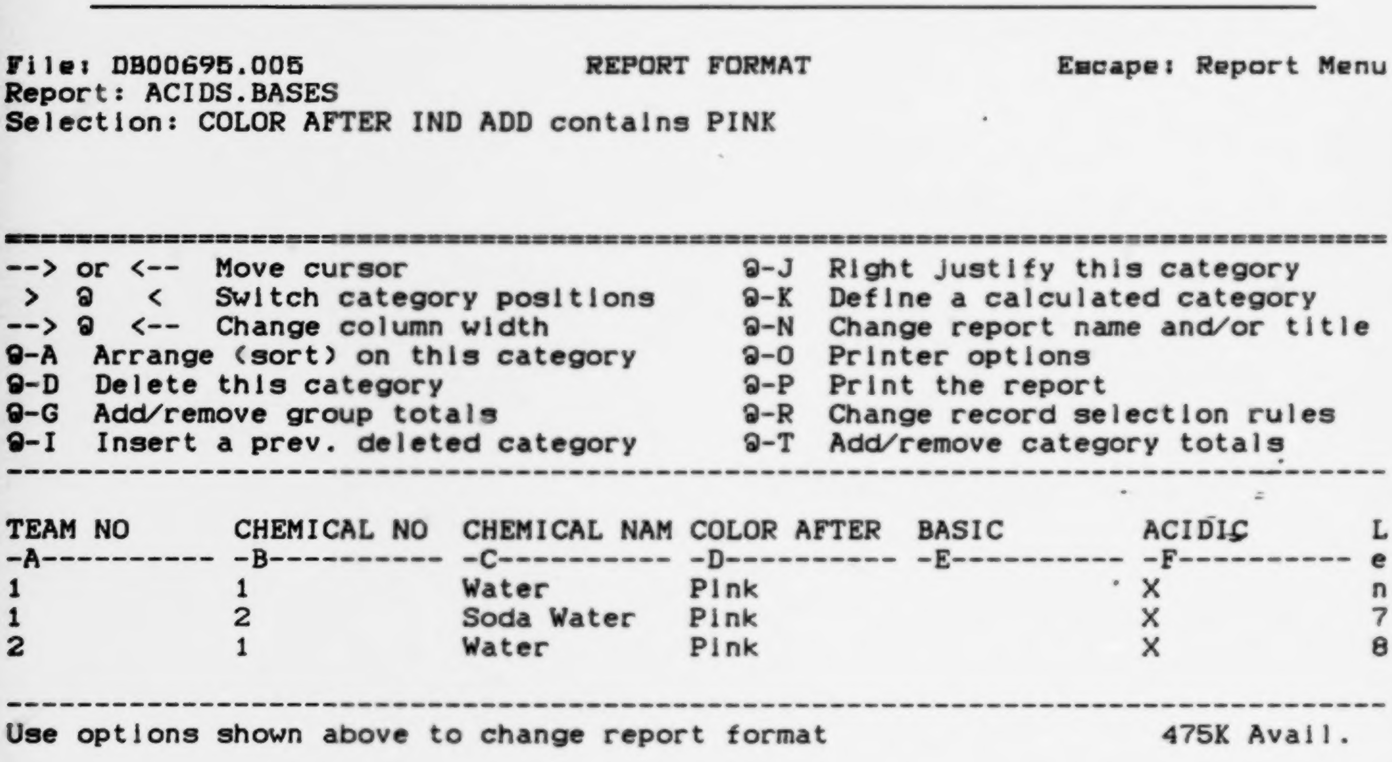
(g) Press the RETURN key (see Figure 59). The screen now shows a complete selection at the top. If you desire to continue, follow the directions provided on the screen.



```
File: DB00695.005            SELECT RECORDS          Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK


==============================================================================

 1.  and
 2.  or






------------------------------------------------------------------------------
Type number, or use arrows, then press Return                    475K Avail.
```

Figure 59. The Monitor Screen Showing One Complete Selection Rule.

(h) Press the ESC key once (see Figure 60).

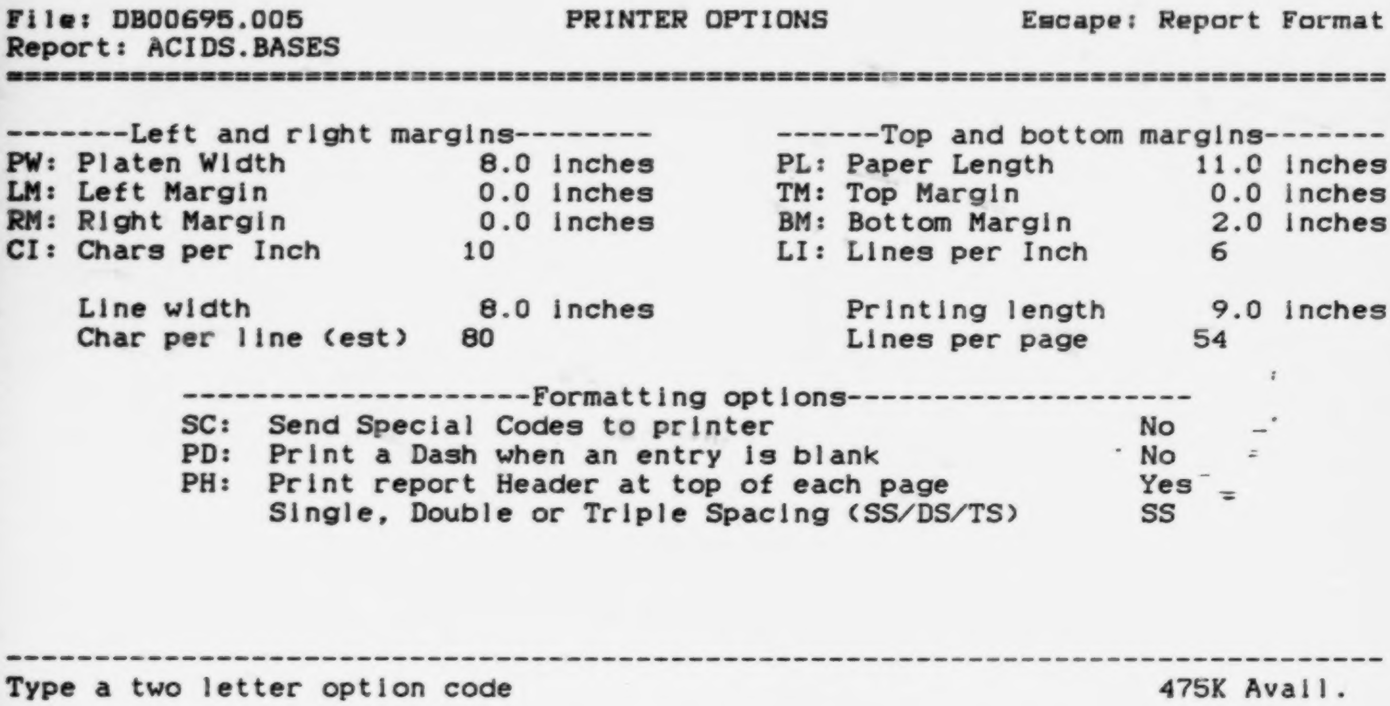


```
File: DB00695.005               REPORT FORMAT            Escape: Report Menu
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK


================================================================================
--> or <--   Move cursor                    9-J  Right justify this category
 > 9   <     Switch category positions      9-K  Define a calculated category
--> 9 <--    Change column width            9-N  Change report name and/or title
9-A  Arrange (sort) on this category        9-O  Printer options
9-D  Delete this category                   9-P  Print the report
9-G  Add/remove group totals                9-R  Change record selection rules
9-I  Insert a prev. deleted category        9-T  Add/remove category totals
--------------------------------------------------------------------------------

TEAM NO     CHEMICAL NO CHEMICAL NAM COLOR AFTER BASIC       ACIDIC      L
-A--------- -B--------- -C---------- -D--------- -E--------- -F--------- e
1           1           Water        Pink                    X           n
1           2           Soda Water   Pink                    X           7
2           1           Water        Pink                    X           8

--------------------------------------------------------------------------------
Use options shown above to change report format                   475K Avail.
```

Figure 60. The Monitor Screen After Escaping The Rule Selection Option.

(6) Selecting print options.

(a) Press the OPEN-APPLE and the "O" keys at the same time. Your screen now changes to look like Figure 61.

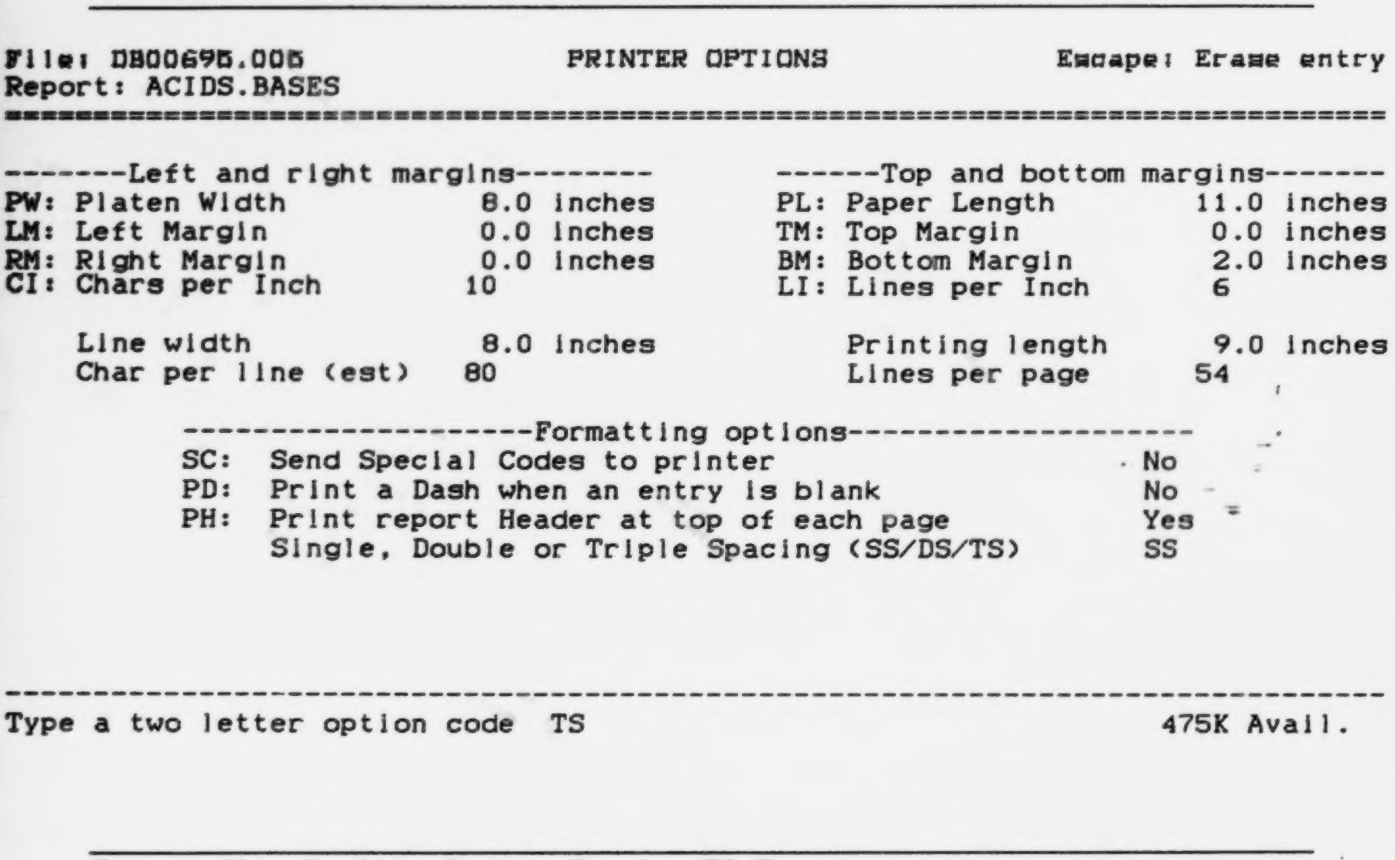


```
File: DB00695.005              PRINTER OPTIONS          Escape: Report Format
Report: ACIDS.BASES
===============================================================================

-------Left and right margins--------     ------Top and bottom margins-------
PW: Platen Width           8.0 inches     PL: Paper Length      11.0 inches
LM: Left Margin            0.0 inches     TM: Top Margin         0.0 inches
RM: Right Margin           0.0 inches     BM: Bottom Margin      2.0 inches
CI: Chars per Inch        10              LI: Lines per Inch     6

    Line width             8.0 inches         Printing length    9.0 inches
    Char per line (est)   80                  Lines per page    54

          --------------------Formatting options--------------------
          SC:  Send Special Codes to printer                     No
          PD:  Print a Dash when an entry is blank               No
          PH:  Print report Header at top of each page           Yes
               Single, Double or Triple Spacing (SS/DS/TS)       SS


-------------------------------------------------------------------------------
Type a two letter option code                                      475K Avail.
```

Figure 61. Print Option Menu.

(b) Type TS and then consult Figure 62.

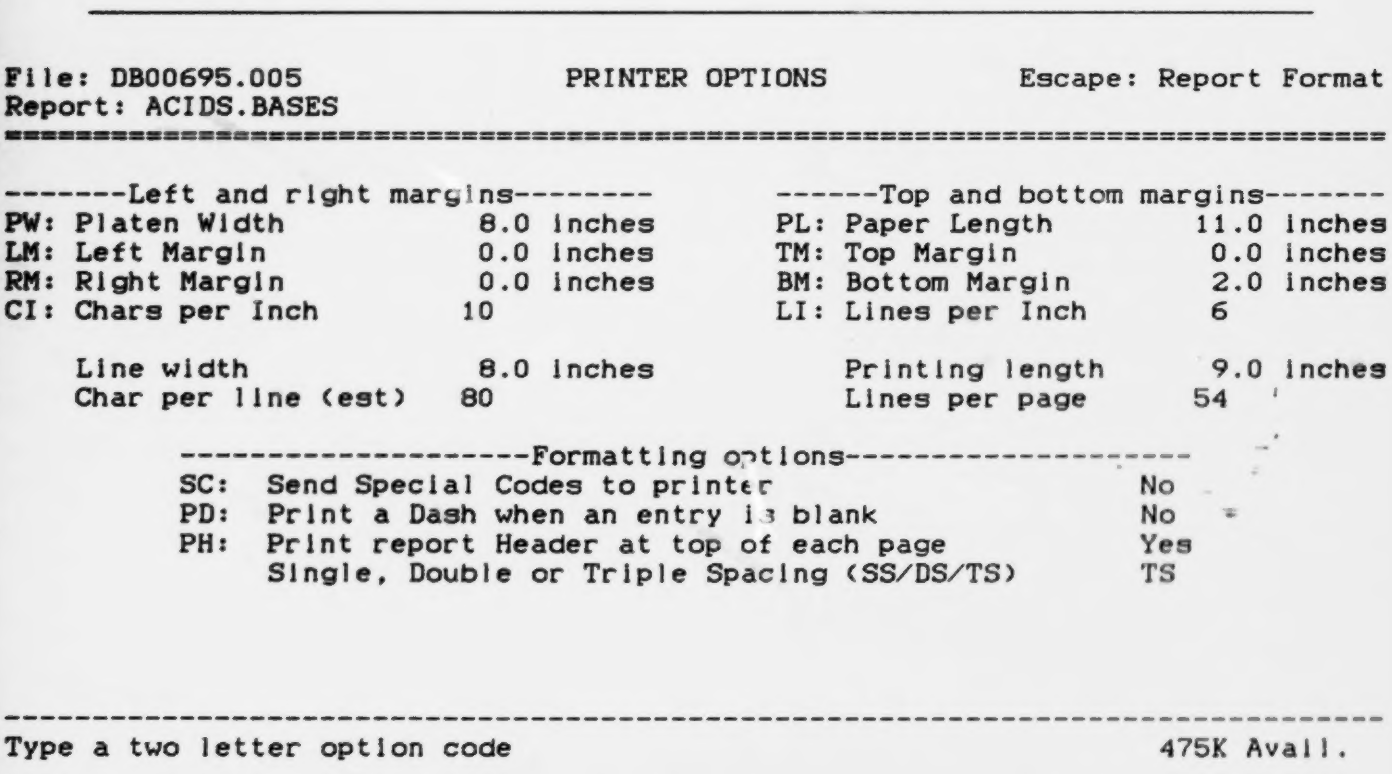
]



```
File: DB00695.005                 PRINTER OPTIONS                Escape: Erase entry
Report: ACIDS.BASES
===============================================================================

-------Left and right margins--------       ------Top and bottom margins-------
PW: Platen Width              8.0 inches    PL: Paper Length          11.0 inches
LM: Left Margin               0.0 inches    TM: Top Margin             0.0 inches
RM: Right Margin              0.0 inches    BM: Bottom Margin          2.0 inches
CI: Chars per Inch           10             LI: Lines per Inch         6

    Line width                8.0 inches        Printing length        9.0 inches
    Char per line (est)      80                 Lines per page        54

              --------------------Formatting options--------------------
              SC:  Send Special Codes to printer                        No
              PD:  Print a Dash when an entry is blank                  No
              PH:  Print report Header at top of each page              Yes
                   Single, Double or Triple Spacing (SS/DS/TS)          SS


-------------------------------------------------------------------------------
Type a two letter option code  TS                                  475K Avail.
```

Figure 62. Monitor Screen Showing TS Typed.

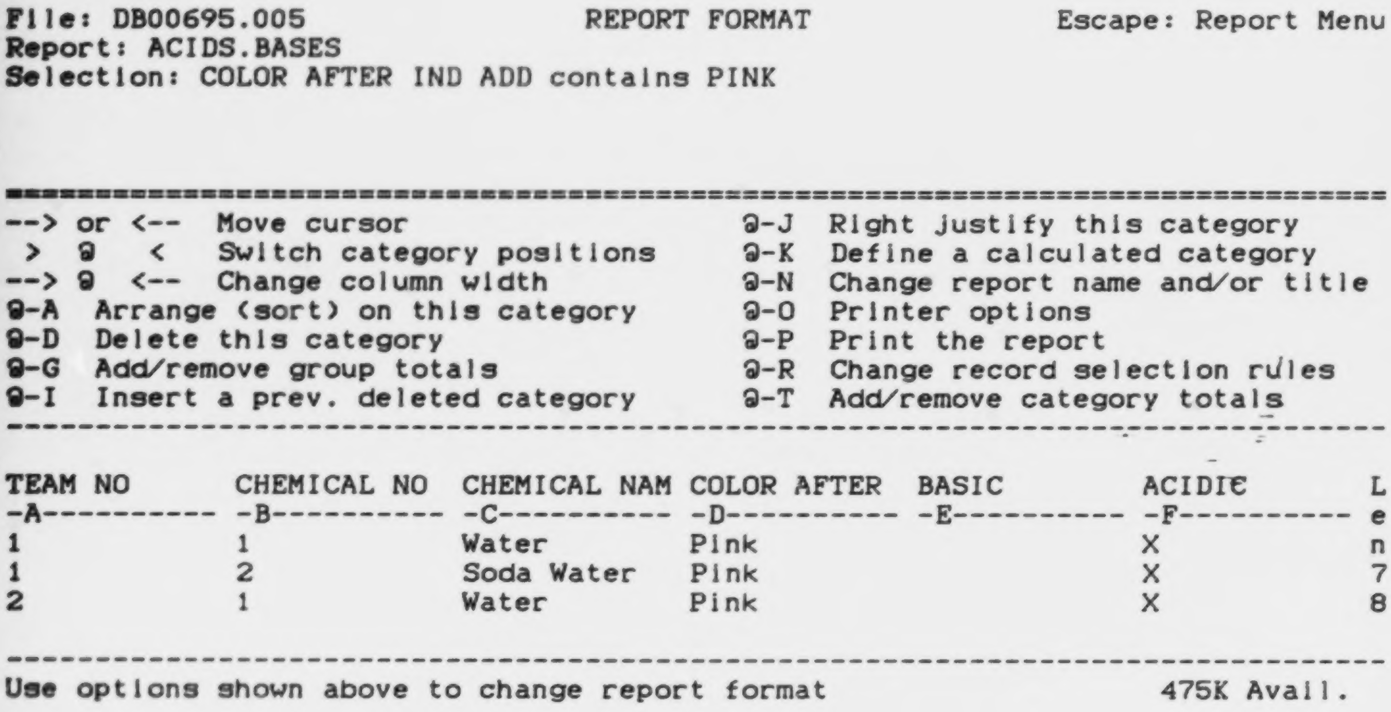
(c) Press the RETURN key once and then compare Figures 62 and 63. Note in Figure 63 that the SS seen in Figure 62 has changed to TS indicating that the file will be triple spaced when it is printed. Ant of the print options shown here is selected exactly as the spacing change was.



```
File: DB00695.005              PRINTER OPTIONS          Escape: Report Format
Report: ACIDS.BASES
===============================================================================

-------Left and right margins--------        ------Top and bottom margins-------
PW: Platen Width              8.0 inches     PL: Paper Length        11.0 inches
LM: Left Margin               0.0 inches     TM: Top Margin           0.0 inches
RM: Right Margin              0.0 inches     BM: Bottom Margin        2.0 inches
CI: Chars per Inch           10              LI: Lines per Inch       6

    Line width                8.0 inches         Printing length      9.0 inches
    Char per line (est)      80                  Lines per page      54

              -------------------Formatting options-------------------
              SC:  Send Special Codes to printer                    No
              PD:  Print a Dash when an entry is blank              No
              PH:  Print report Header at top of each page          Yes
                   Single, Double or Triple Spacing (SS/DS/TS)      TS


-------------------------------------------------------------------------------
Type a two letter option code                                      475K Avail.
```

Figure 63. The Monitor Screen After TS has Been Entered.

(d) Press the ESC key once (see Figure 64).

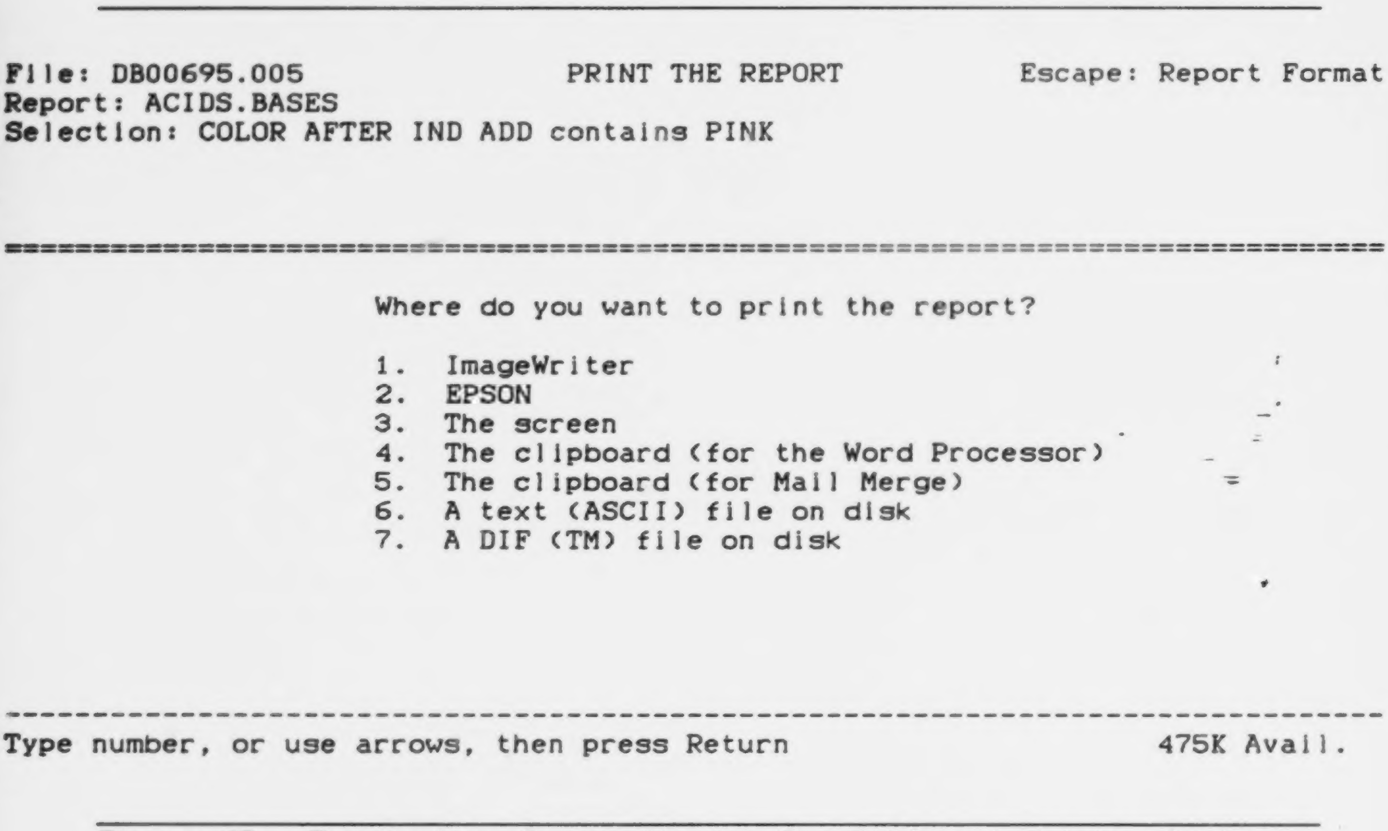


```
File: DB00695.005               REPORT FORMAT                Escape: Report Menu
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK



================================================================================
--> or <--  Move cursor                      @-J  Right justify this category
 > @  <     Switch category positions        @-K  Define a calculated category
--> @ <--   Change column width              @-N  Change report name and/or title
@-A  Arrange (sort) on this category         @-O  Printer options
@-D  Delete this category                    @-P  Print the report
@-G  Add/remove group totals                 @-R  Change record selection rules
@-I  Insert a prev. deleted category         @-T  Add/remove category totals
--------------------------------------------------------------------------------

TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER  BASIC        ACIDIC       L
-A---------- -B---------- -C---------- -D---------- -E---------- -F---------- e
1            1            Water        Pink                      X            n
1            2            Soda Water   Pink                      X            7
2            1            Water        Pink                      X            8

--------------------------------------------------------------------------------
Use options shown above to change report format                   475K Avail.
```

Figure 64. The Monitor After Exiting The Print Options.

04. Printing.

a. Press the OPEN-APPLE and the "P" keys at the same time and follow the directions provided on the screen (see Figure 65).



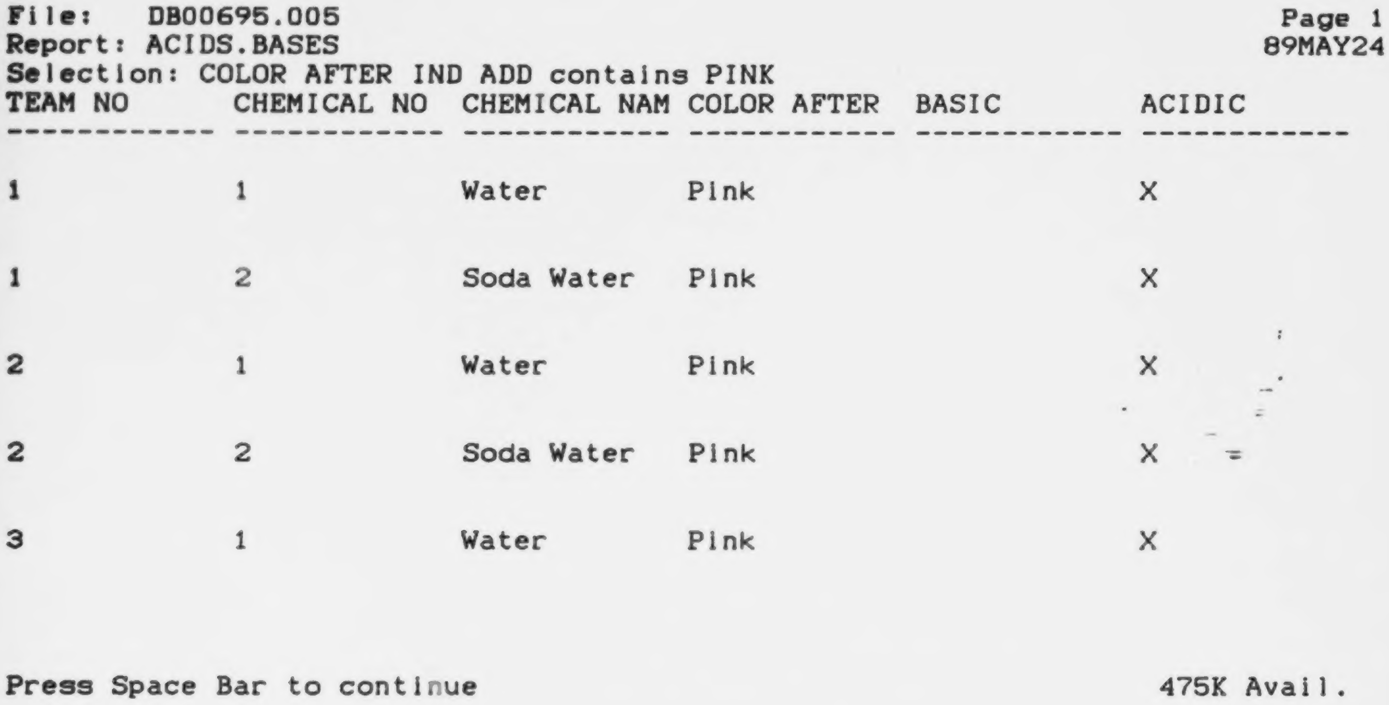
```
File: DB00695.005             PRINT THE REPORT          Escape: Report Format
Report: ACIDS.BASES
Selection: COLOR AFTER IND ADD contains PINK

================================================================================
                     Where do you want to print the report?

                     1.  ImageWriter
                     2.  EPSON
                     3.  The screen
                     4.  The clipboard (for the Word Processor)
                     5.  The clipboard (for Mail Merge)
                     6.  A text (ASCII) file on disk
                     7.  A DIF (TM) file on disk

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        475K Avail.
```

Figure 65. The Monitor Screen Showing The Different Printer Options.

b. If want an idea of what the file will look like when it is actually printed:

   (1) Highlight the "Screen" option.

   (2) Press the RETURN key and examine Figure 66, an example of a printed file under the selection rule and the print option used. For a more complete discussion of the Printer Options, consult the Labels Format discussion in step 02 above.



```
File:    DB00695.005                                                        Page 1
Report: ACIDS.BASES                                                        89MAY24
Selection: COLOR AFTER IND ADD contains PINK
TEAM NO      CHEMICAL NO  CHEMICAL NAM COLOR AFTER  BASIC        ACIDIC
------------ ------------ ------------ ------------ ------------ ------------

1            1            Water        Pink                      X

1            2            Soda Water   Pink                      X

2            1            Water        Pink                      X

2            2            Soda Water   Pink                      X

3            1            Water        Pink                      X


Press Space Bar to continue                                        475K Avail.
```

Figure 66. A Portion Of The File Printed To The Screen.

OBTAINING HELP WITH APPLEWORKS V2.0 DATA BASE FILES FOR THE APPLE IIGS COMPUTER

FIRST EDITION

By

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INTRODUCTION

"Obtaining Help With AppleWorks V2.0 Data Base Files For The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIGS computers which have a two disk drives. In addition, it can be used with Apple IIGS computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using two disk drives; one 5 1/4" drive and one 3 1/2" drive. Version (V) 2.0 of the AppleWorks program also was used during its development. The pictures one sees in the Figures provided below are those that will be seen when V2.0 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. There, however, may be some slight differences in both the pictures one sees on the monitor screen and the procedures to be followed. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.

2. Two disk drives.

3. A copy of the AppleWorks computer program V2.0.

4. One data disk on which there is a data base file stored.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.

2. Bootup the AppleWorks program.

3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIGS computer operators should be able to find help with the various data base file manipulations they wish to do as they develop and use such files with V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

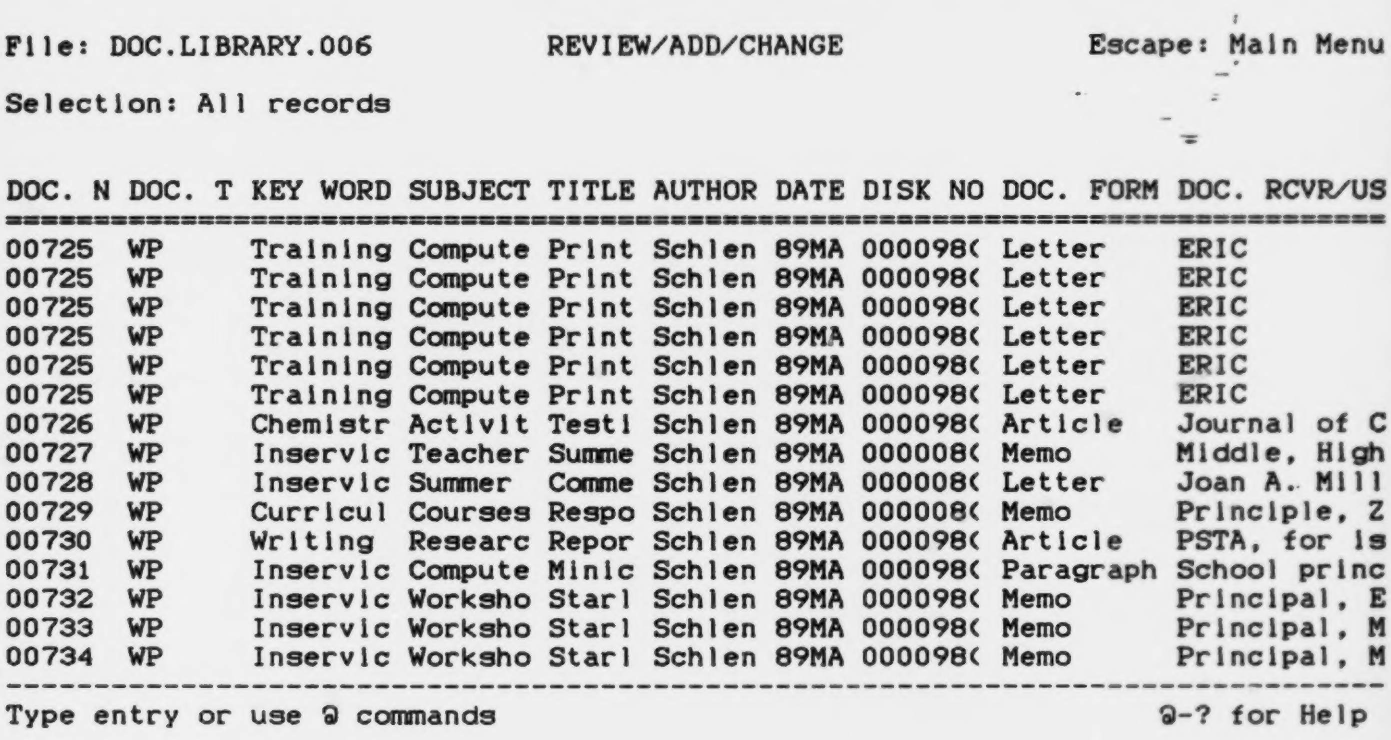
Mistakes found in this document are mine.

RMS

S
T
E
P
S

DIRECTIONS

01. <u>In The Beginning</u>. Bring your data base file on to the desktop. Your screen will appear similar to the example shown in Figure 1.



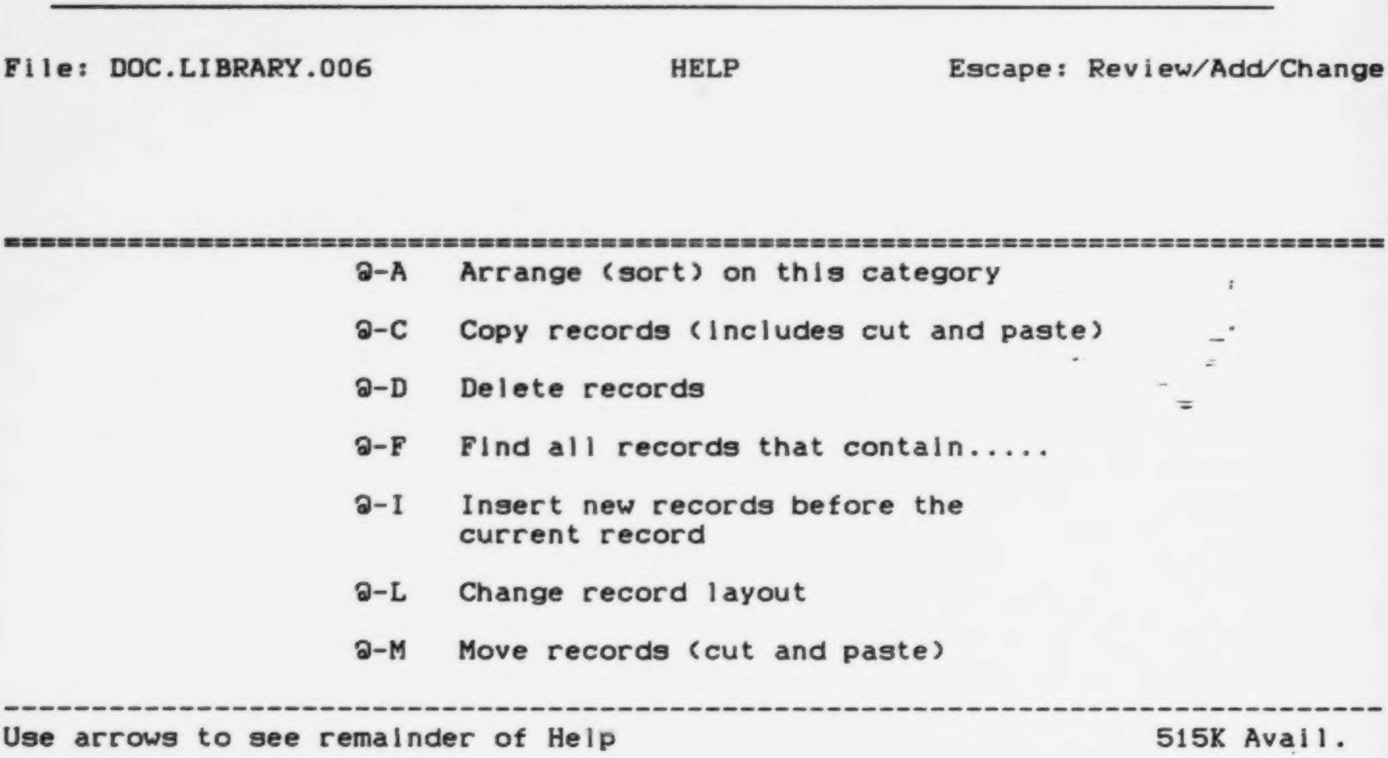
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 1. Example Data Base File.

02. <u>Help List</u>.

a. Examining the list.

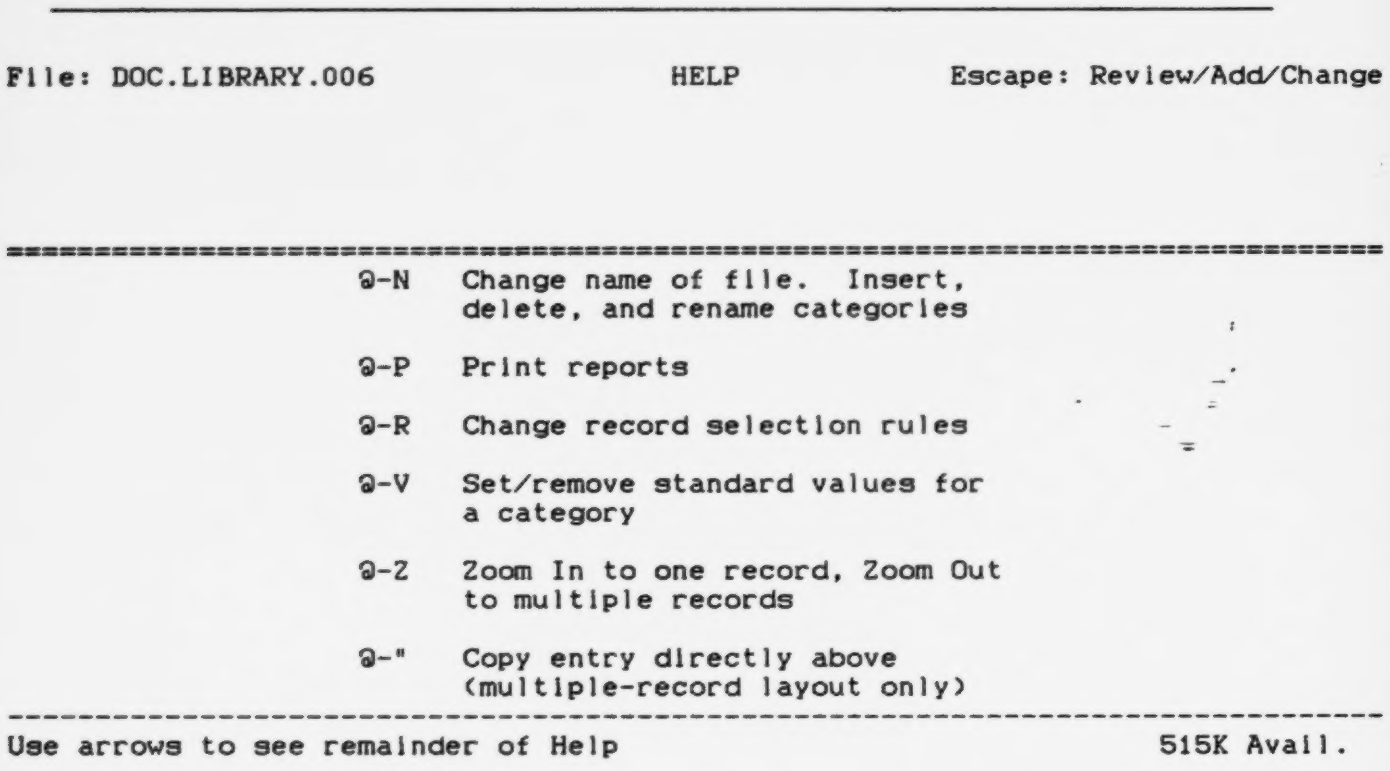
(1) Press the OPEN-APPLE key and while it is held down, press the "?" key. Your monitor screen will appear identical to the one shown in Figure 2.



```
File: DOC.LIBRARY.006              HELP          Escape: Review/Add/Change



==============================================================================
                    @-A   Arrange (sort) on this category

                    @-C   Copy records (includes cut and paste)

                    @-D   Delete records

                    @-F   Find all records that contain.....

                    @-I   Insert new records before the
                          current record

                    @-L   Change record layout

                    @-M   Move records (cut and paste)
------------------------------------------------------------------------------
Use arrows to see remainder of Help                              515K Avail.
```

Figure 2. The Monitor Screen Showing One Third Of The Monitor Screen.

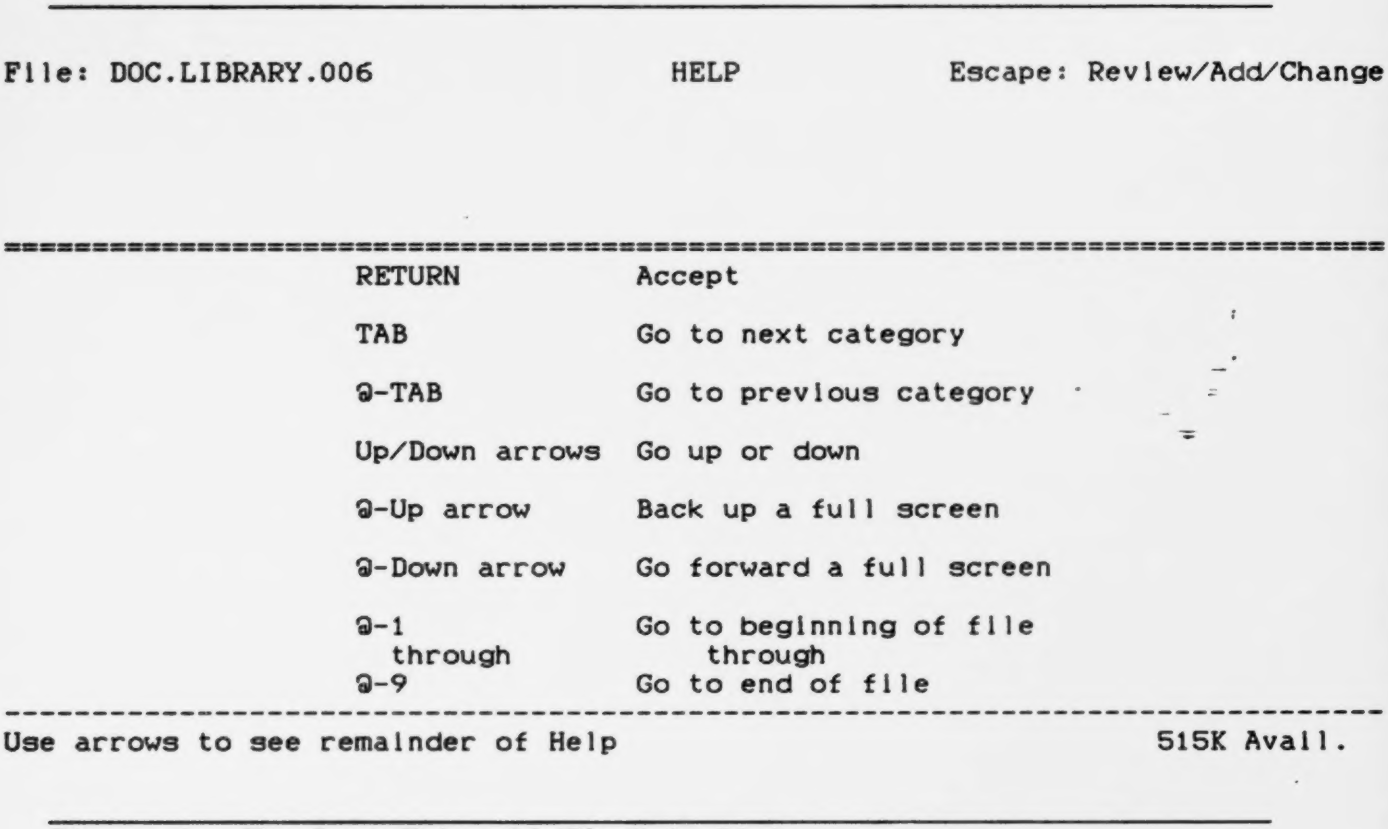
(2) Press the DOWN-ARROW key until OPEN-APPLE-N is at the top of the monitor screen. The screen now looks like Figure 3.



```
File: DOC.LIBRARY.006            HELP          Escape: Review/Add/Change

========================================================================
                   @-N   Change name of file.  Insert,
                         delete, and rename categories

                   @-P   Print reports

                   @-R   Change record selection rules

                   @-V   Set/remove standard values for
                         a category

                   @-Z   Zoom In to one record, Zoom Out
                         to multiple records

                   @-"   Copy entry directly above
                         (multiple-record layout only)
------------------------------------------------------------------------
Use arrows to see remainder of Help                          515K Avail.
```

Figure 3. The Monitor Screen Showing The Second Third Of The Help List.

(3) Press the DOWN-ARROW key until RETURN is at the top of the screen. The monitor screen now shows the remainder of the help list (see Figure 4).



```
File: DOC.LIBRARY.006                HELP            Escape: Review/Add/Change


===============================================================================
                  RETURN           Accept

                  TAB              Go to next category

                  @-TAB            Go to previous category

                  Up/Down arrows   Go up or down

                  @-Up arrow       Back up a full screen

                  @-Down arrow     Go forward a full screen

                  @-1              Go to beginning of file
                    through            through
                  @-9              Go to end of file
-------------------------------------------------------------------------------
Use arrows to see remainder of Help                                515K Avail.
```

Figure 4. The Last Third Of The Help List.

b. Copying the list.

(1) Insure that your printer is properly connected and has paper fed to it.

(2) Press the OPEN-APPLE and the "H" keys at the same time. This action will cause a screen dump or cause the printer to print exactly what is seen on the screen.

(3) When the printer stops printing, press the UP-ARROW key several times until OPEN-APPLE-N is at the top of the screen.

(4) Press the OPEN-APPLE and the "H" keys at the same time.

(5) When the printer stops printing, advance the paper to the beginning of the next page of paper.

(6) Press the UP-ARROW key several times until the original third of the "Help" list is shown on the screen.

(7) Press the OPEN-APPLE and the "H" keys at the same time.

c. Exiting the "Help" list. The options you have just copied cannot be used until you exit the OPEN-APPLE-H option. Press the ESC key once. Your screen now appears similar to the example shown in Figure 5.

```
File: DOC.LIBRARY.006           REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00725  WP     Training Compute Print Schlen 89MA 000098( Letter    ERIC
00726  WP     Chemistr Activit Testi Schlen 89MA 000098( Article   Journal of C
00727  WP     Inservic Teacher Summe Schlen 89MA 000008( Memo      Middle, High
00728  WP     Inservic Summer  Comme Schlen 89MA 000008( Letter    Joan A. Mill
00729  WP     Curricul Courses Respo Schlen 89MA 000008( Memo      Principle, Z
00730  WP     Writing  Researc Repor Schlen 89MA 000098( Article   PSTA, for is
00731  WP     Inservic Compute Minic Schlen 89MA 000098( Paragraph School princ
00732  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, E
00733  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
00734  WP     Inservic Worksho Starl Schlen 89MA 000098( Memo      Principal, M
--------------------------------------------------------------------------------
Type entry or use @ commands                                         @-? for Help
```

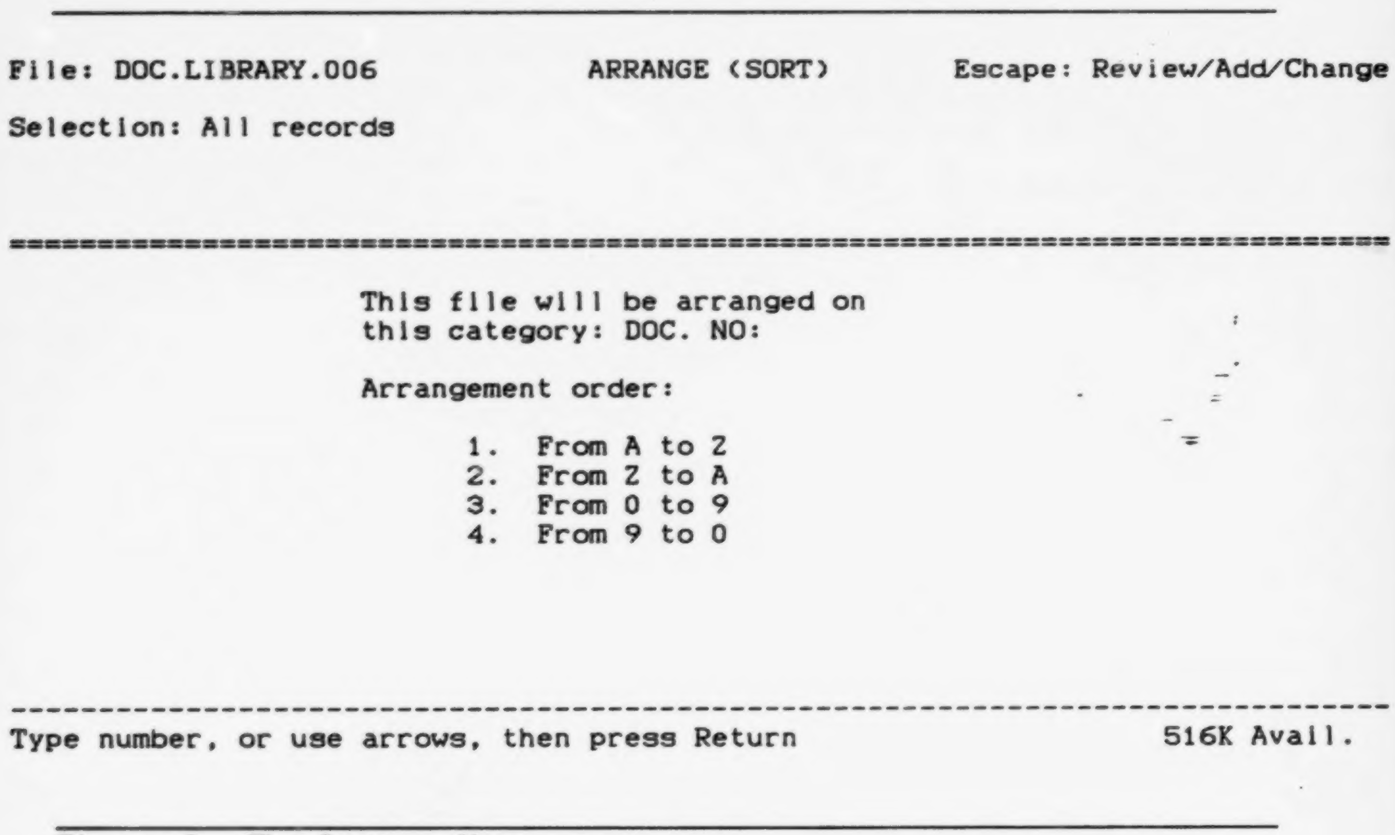
Figure 5. The Monitor Screen After Exiting The Help List.

d. Using the "Help" list options.

(1) Arranging the file.

(a) Place the cursor on the category you desire to arrange.

(b) Press the OPEN-APPLE and the "A" keys at the same time (see Figure 6).

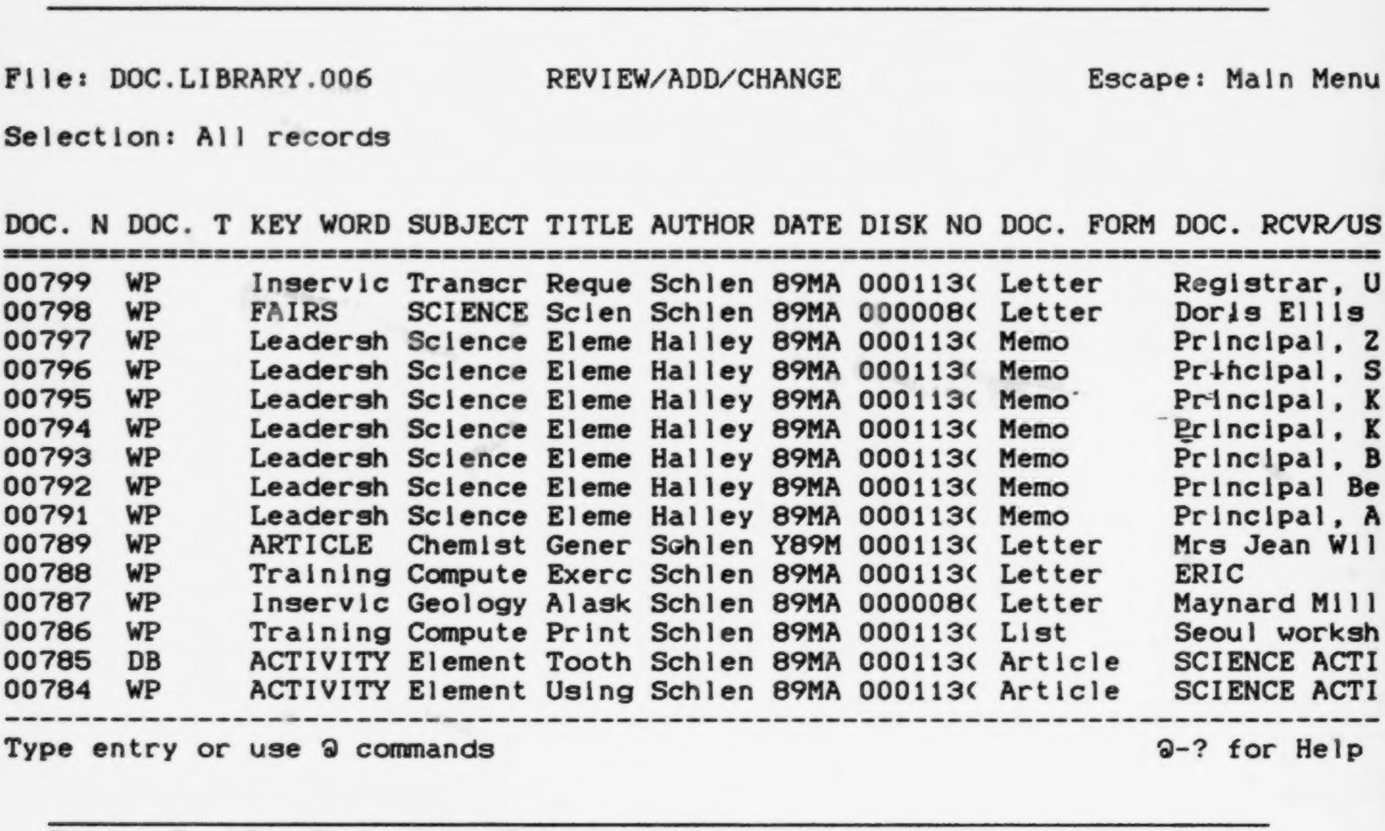


```
File: DOC.LIBRARY.006             ARRANGE (SORT)        Escape: Review/Add/Change

Selection: All records

==================================================================================

                        This file will be arranged on
                        this category: DOC. NO:

                        Arrangement order:

                             1.   From A to Z
                             2.   From Z to A
                             3.   From 0 to 9
                             4.   From 9 to 0

----------------------------------------------------------------------------------
Type number, or use arrows, then press Return                          516K Avail.
```

Figure 6. The Arrange Menu.

(c) Select the type of arrangement you want to do on the category.

(d) Press the RETURN key once. Figure 7 shows the result of a rearrangement.

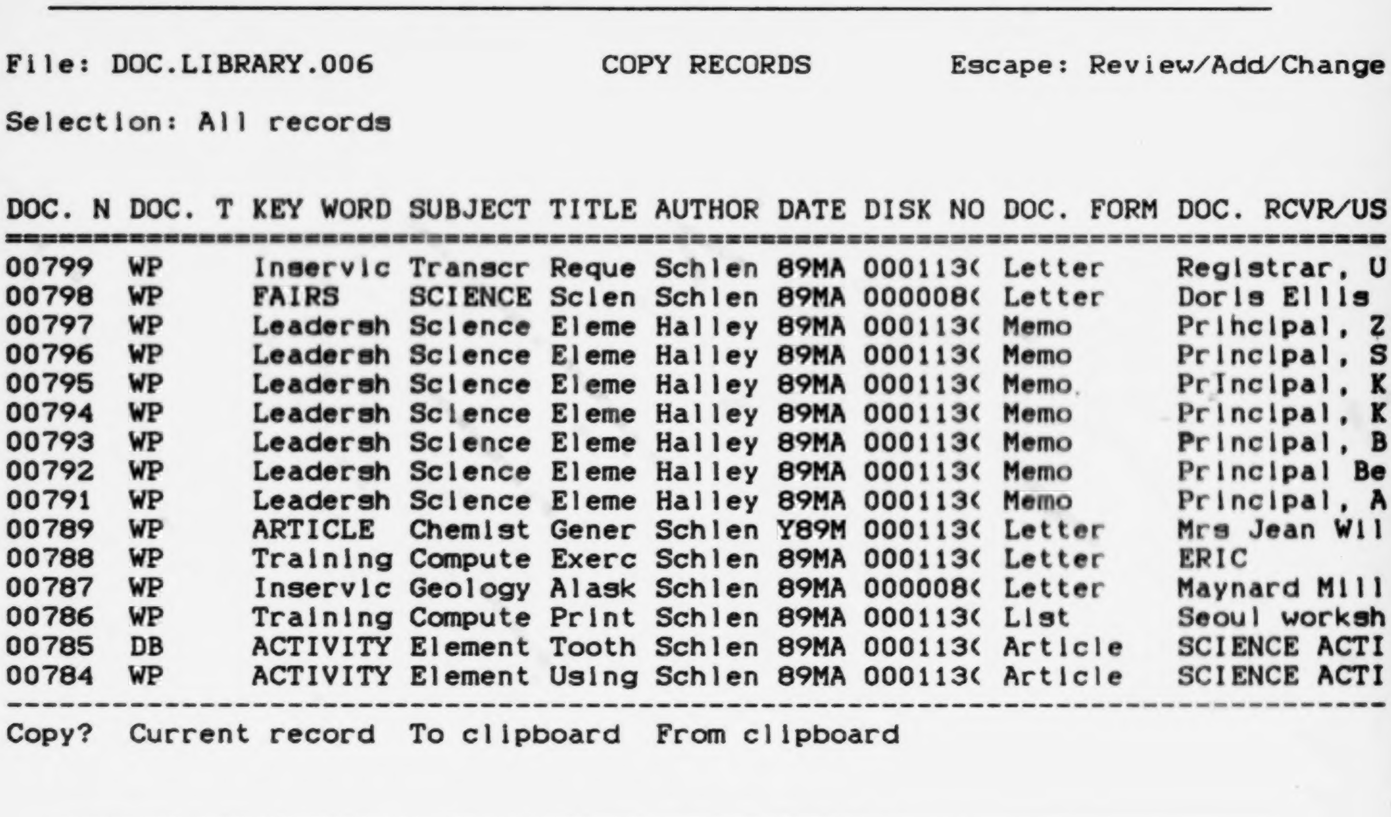


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 7. The Rearranged File.

(2) Copying part or all of the file.

(a) Press the OPEN-APPLE and the "C" keys at the same time. The screen changes to appear like the example shown in Figure 8.

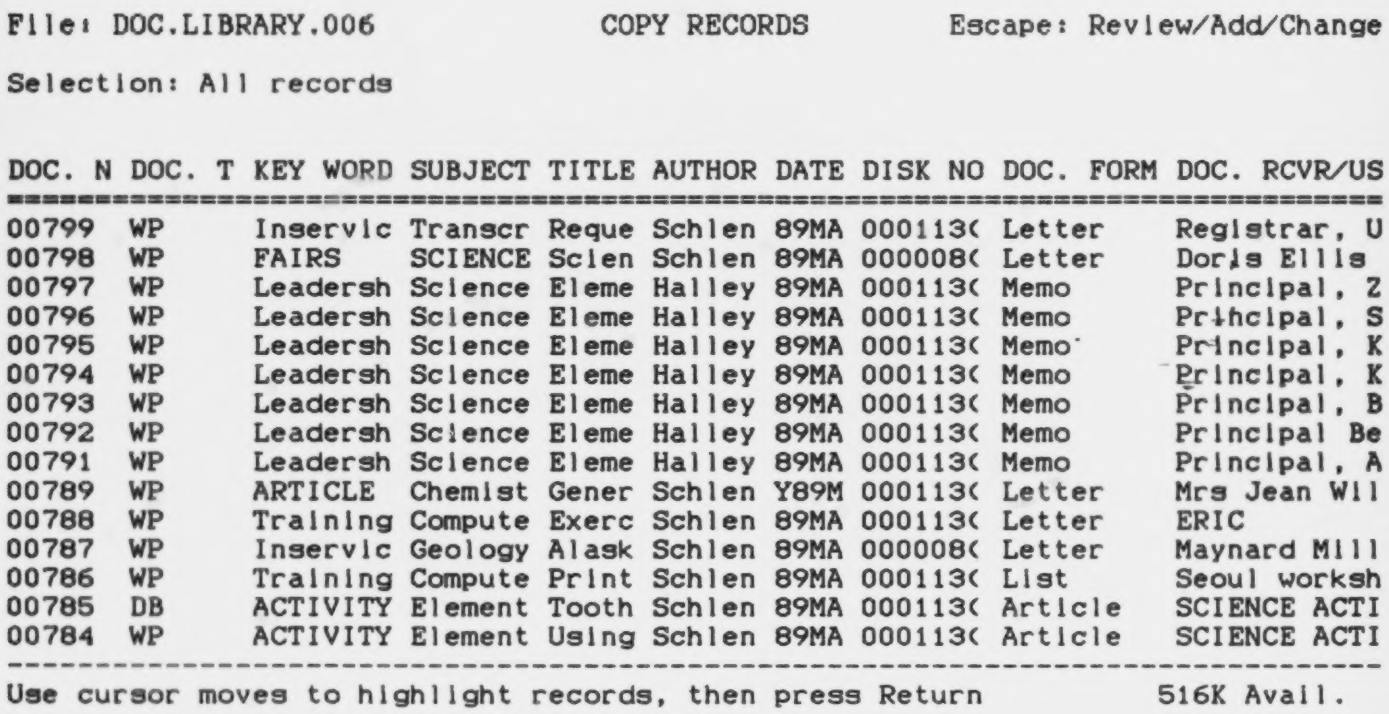


```
File: DOC.LIBRARY.006              COPY RECORDS          Escape: Review/Add/Change

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Prihcipal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
Copy?  Current record  To clipboard  From clipboard
```

Figure 8. The Monitor Screen Showing The Copy Function.

(b) The are three options. With "Current Record, To Clipboard" and, "From Clipboard."

(c) Highlight the, "To Clipboard" option and press RETURN (see Figure 9).

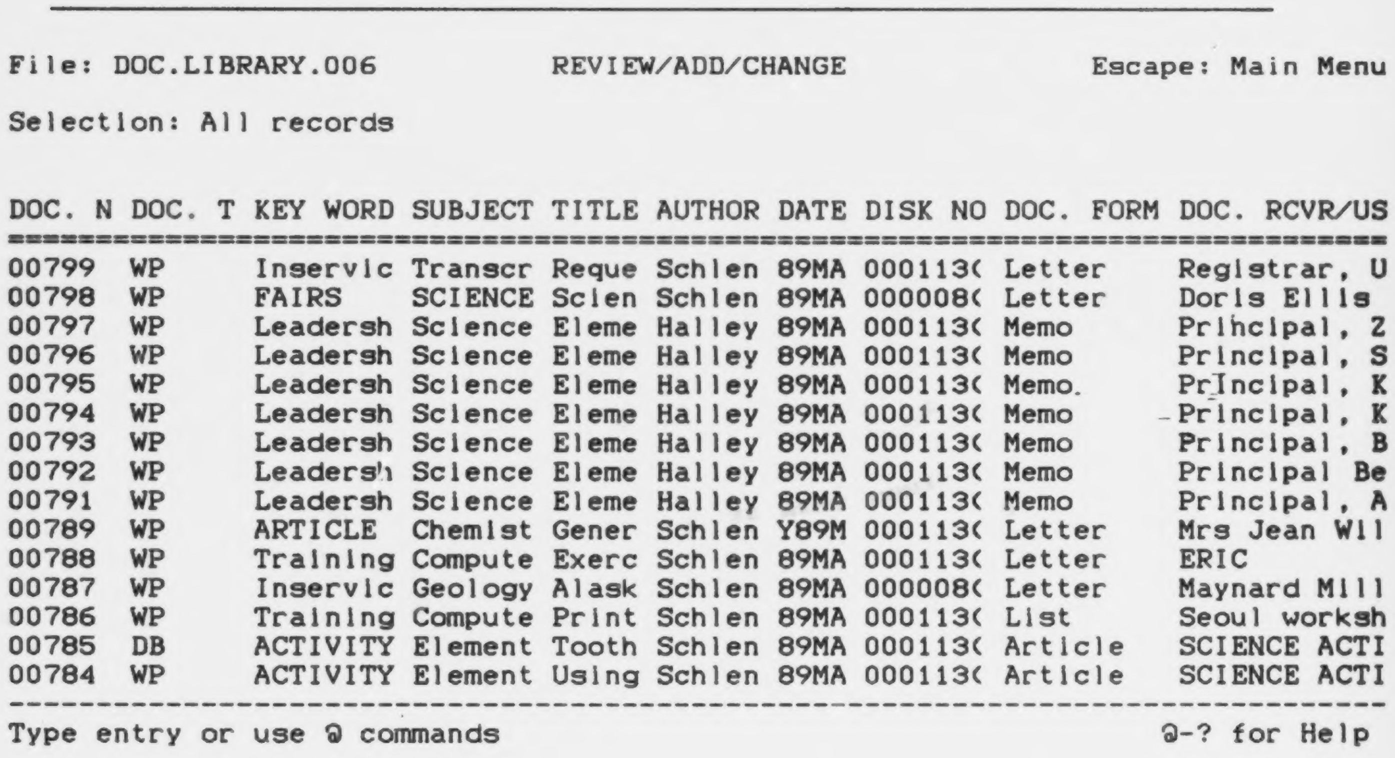


```
File: DOC.LIBRARY.006           COPY RECORDS          Escape: Review/Add/Change

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
Use cursor moves to highlight records, then press Return          516K Avail.
```

Figure 9. The Monitor After Selecting The "To Clipboard " Option.

(d) Note the additional directions provided at the bottom of the screen. If you want to continue, use the ARROW keys as directed and then press the RETURN key once. When data base records are copied to the clipboard, they can be transferred from the clipboard to another data base file.

(e) Press the ESC key once and then compare the screen with the picture you see in Figure 10.

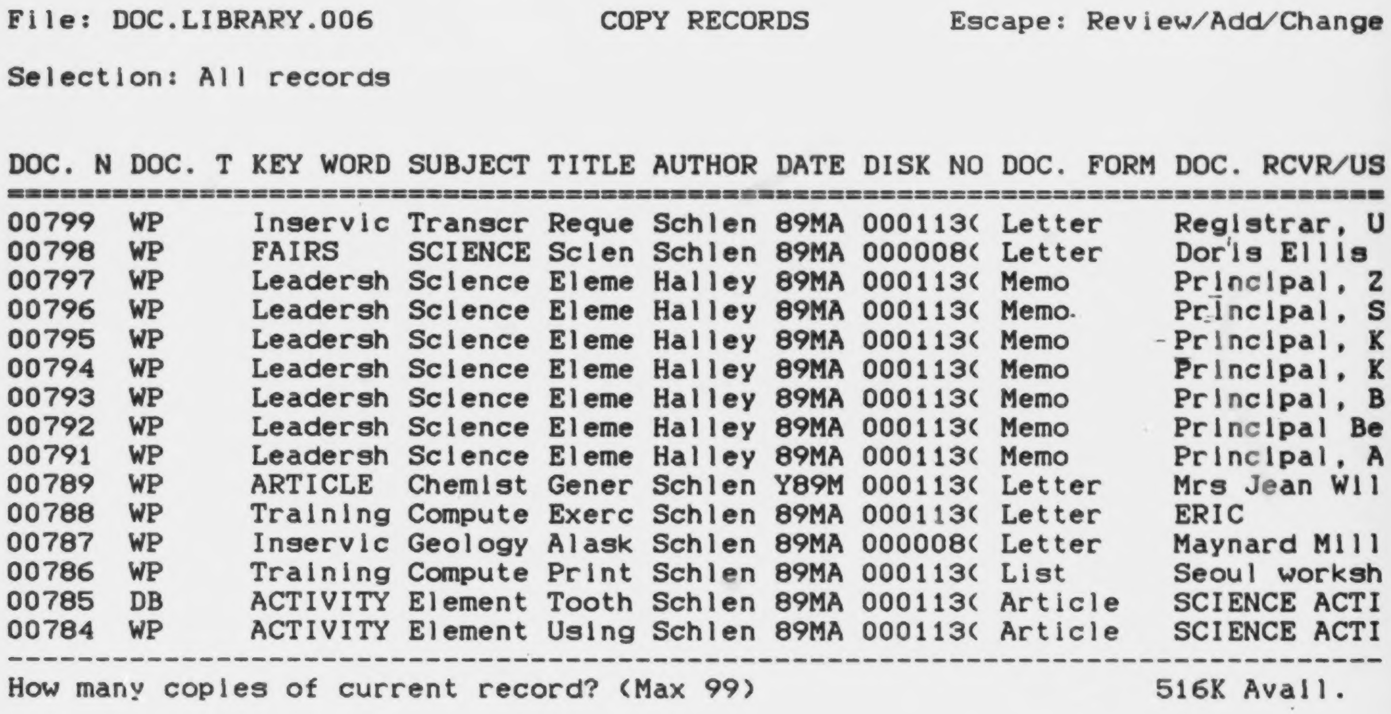


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Prihcipal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
-------------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 10. The Data Base File.

(f) Press the OPEN-APPLE and the "C" at the same time. This time, we'll copy individual records.

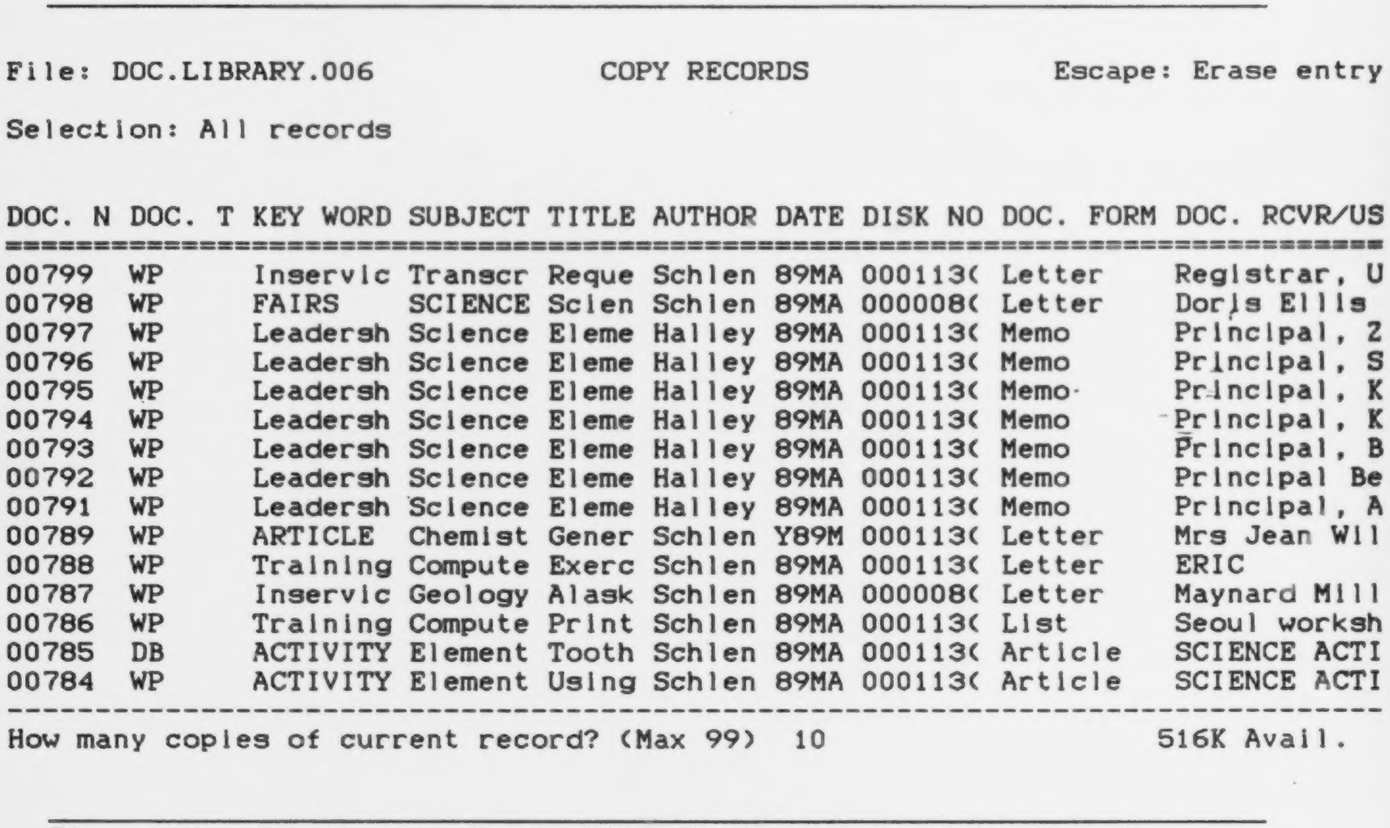
(g) With the "Current Record" selection highlighted, Press the RETURN key. The monitor screen should appear like the example shown in Figure 11.



```
File: DOC.LIBRARY.006              COPY RECORDS        Escape: Review/Add/Change

Selection: All records


DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
How many copies of current record? (Max 99)                         516K Avail.
```

Figure 11. The Monitor Screen After Selecting The "Current Record" Option.

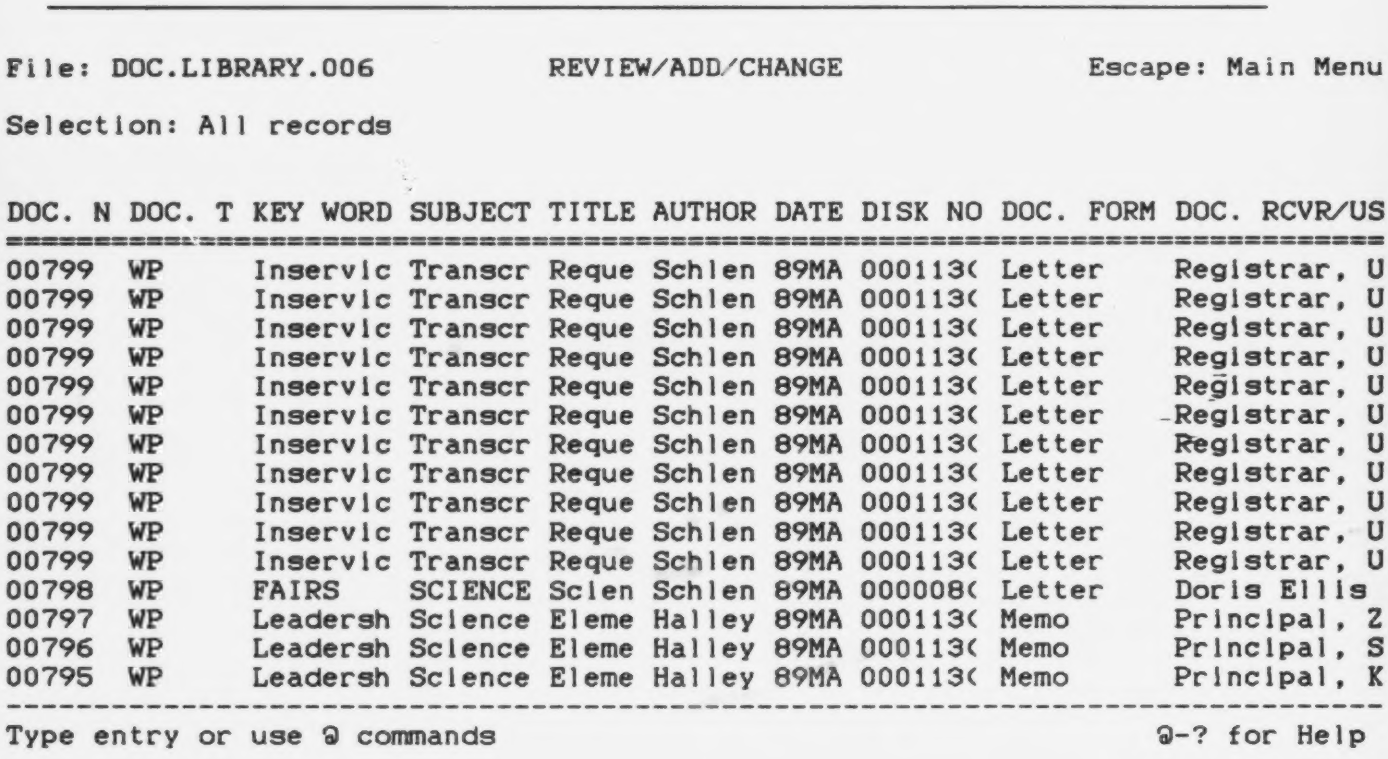
(h) With the cursor at the beginning of the record you wish to copy, type the number of copies you wish to make. Figure 12 shows an example of the monitor screen after you have complete this process.



```
File: DOC.LIBRARY.006               COPY RECORDS               Escape: Erase entry

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
How many copies of current record? (Max 99)  10                     516K Avail.
```

Figure 12. The Monitor Screen With The Number Of Copies Typed.

(i) Press the RETURN key once and examine Figure 13. Notice that the record you wanted copied has been copied as many times as you requested.



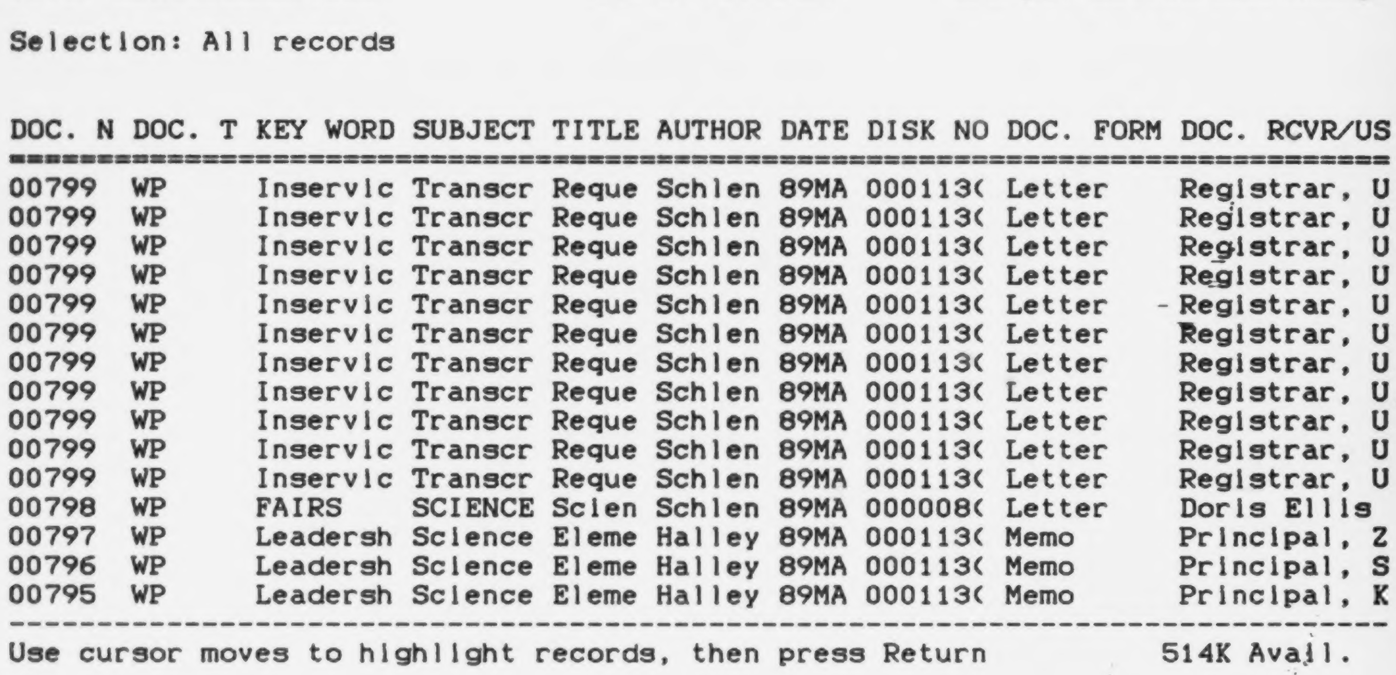
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 13. The Monitor Screen Showing Multiple Copies Of a Record.

(3) Deleting part of a file.

(a) Place the cursor under the first letter of the first duplicated record.

(b) Press the OPEN-APPLE and the "D" keys at the same time (see Figure 14).



```
File: DOC.LIBRARY.006            DELETE RECORDS         Escape: Review/Add/Change

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
-------------------------------------------------------------------------------
Use cursor moves to highlight records, then press Return           514K Avail.
```

Figure 14. The Monitor Screen Showing The Delete Option Selected.

(c) Follow the directions at the bottom of the screen, highlighting the remainder of the copies of the duplicated record.

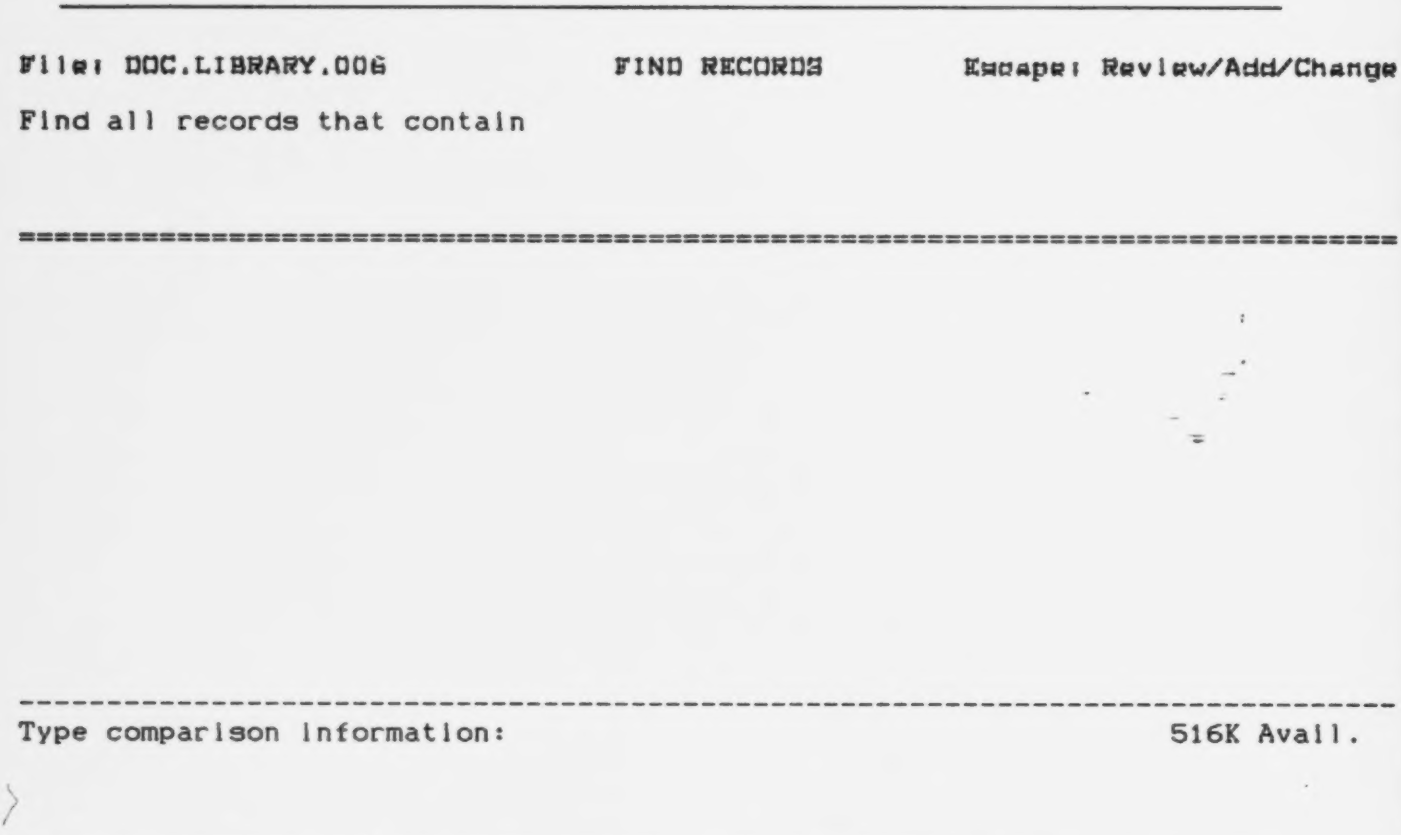
(d) Press the Return key once and examine Figure 15.

```
File: DOC.LIBRARY.006        REVIEW/ADD/CHANGE         Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 15. The File After Deleting The Records That Were Duplicated.

(4) Finding a record.

(a) Press the OPEN-APPLE and the "F" keys at the same time. Your screen will appear similar to the example shown in Figure 16.



```
File: DOC.LIBRARY.006          FIND RECORDS          Escape: Review/Add/Change
Find all records that contain


================================================================================











--------------------------------------------------------------------------------
Type comparison information:                                          516K Avail.
```

Figure 16. The Monitor Screen With The Find Function Selected.

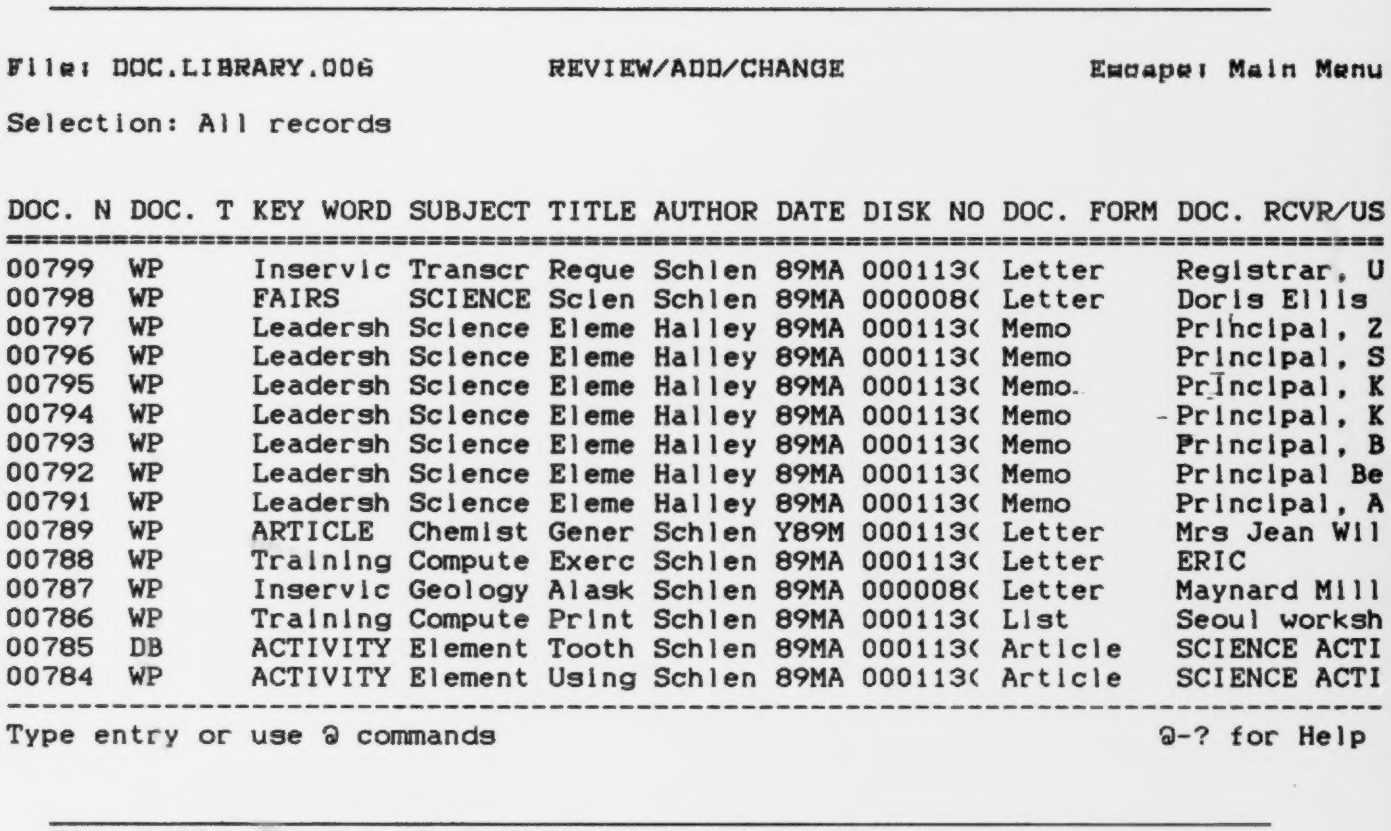
(b) Type the word or words for which you want the computer to search. An example is shown in Figure 17. The computer will bring to the screen, all records containing the word or words for which it searched, or you will receive the message shown in Figure 17.

```
File: DODDS.LIBRARY              FIND RECORDS         Escape: Review/Add/Change

Find all records that contain XYZ


================================================================================



                     No records match your request







--------------------------------------------------------------------------------
Press Space Bar to continue                                          478K Avail.
```

Figure 17. The Monitor Screen Showing That None Of The Records In The Data Base Contain The Information Contained In The Selection Rule.

(c) Press the SPACE BAR once.

(d) Press the ESC key twice to return to the data base. Your monitor screen again appears similar to the example shown in Figure 18.



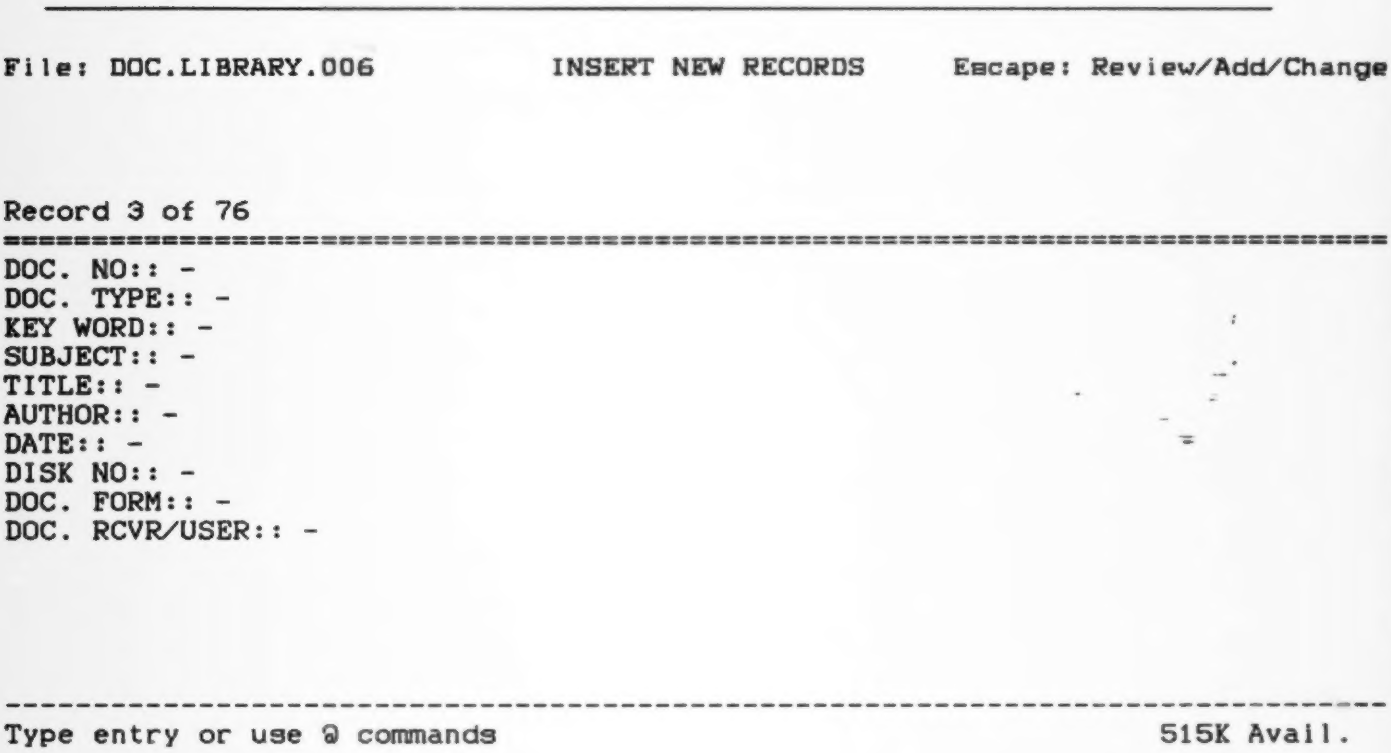
```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
================================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
00784  WP     ACTIVITY Element Using Schlen 89MA 000113( Article   SCIENCE ACTI
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 18. The Data Base File

(5) Inserting one or more additional records.

(a) Place the cursor under the first letter of the record before which you want to insert an additional record.

(b) Press the OPEN-APPLE and the "I" key at the same time. Your screen should now appear like the example shown in Figure 19.

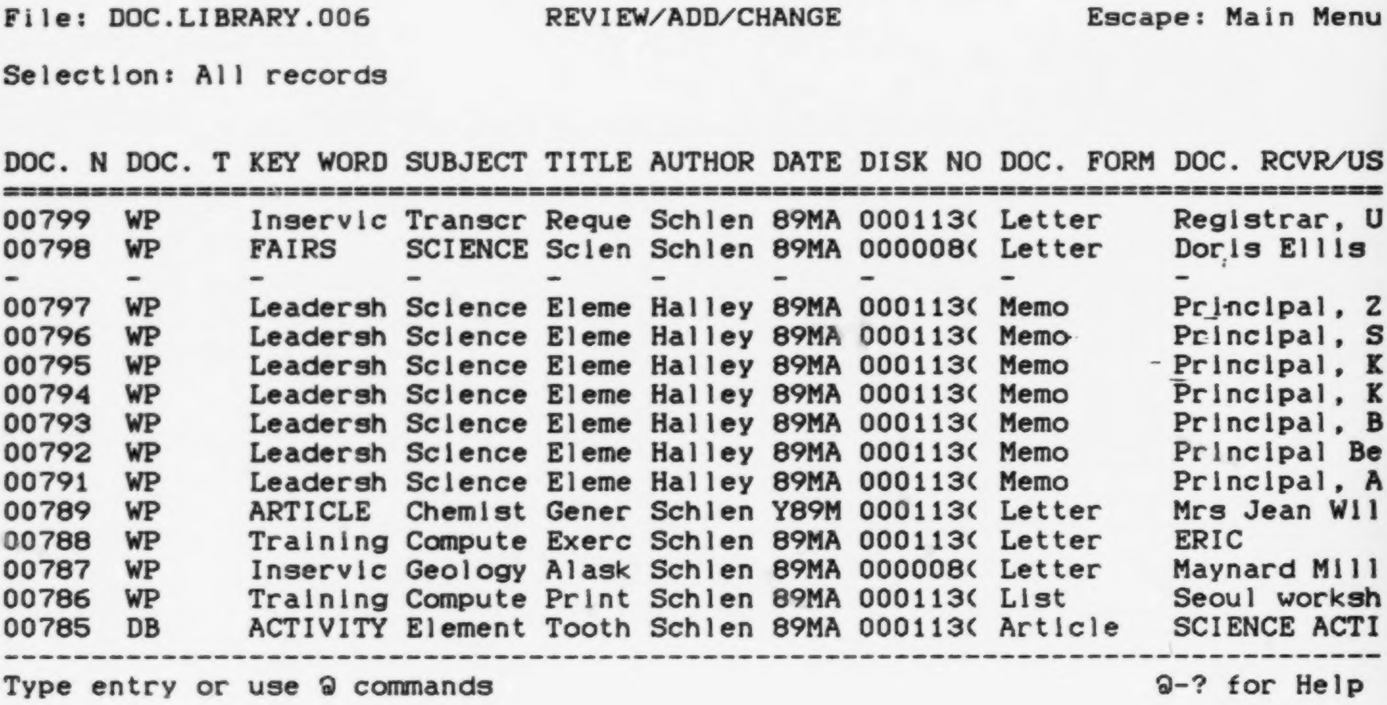


```
File: DOC.LIBRARY.006          INSERT NEW RECORDS     Escape: Review/Add/Change


Record 3 of 76
===============================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -



-------------------------------------------------------------------------------
Type entry or use @ commands                                        515K Avail.
```

Figure 19. The Monitor Screen With The Insert Option Selected.

(c) Press the RETURN key once or type information in the first category and then press the RETURN key once.

(d) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 20).

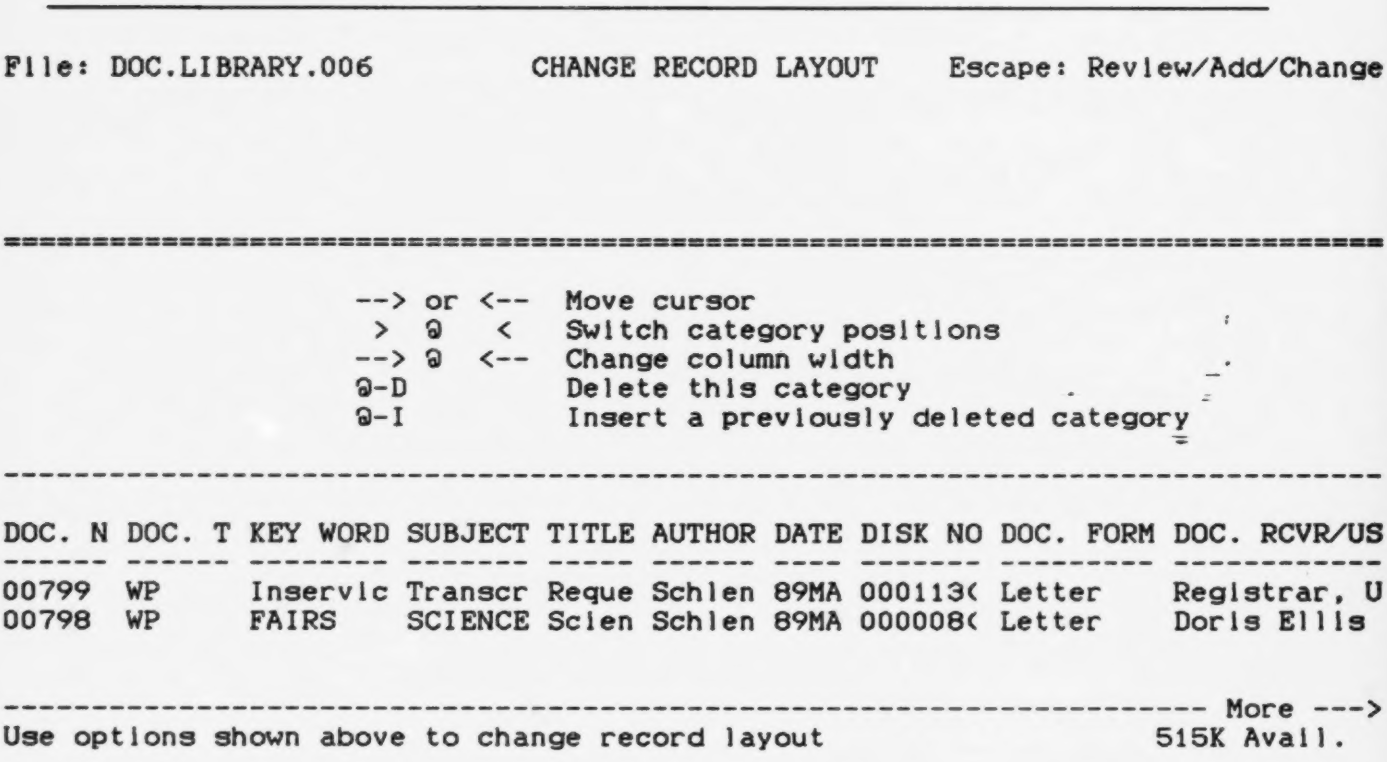


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE             Escape: Main Menu

Selection: All records

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
===============================================================================
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis
-      -      -        -       -     -      -    -       -         -
00797  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, Z
00796  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, S
00795  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00794  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, K
00793  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, B
00792  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal Be
00791  WP     Leadersh Science Eleme Halley 89MA 000113( Memo      Principal, A
00789  WP     ARTICLE  Chemist Gener Schlen Y89M 000113( Letter    Mrs Jean Wil
00788  WP     Training Compute Exerc Schlen 89MA 000113( Letter    ERIC
00787  WP     Inservic Geology Alask Schlen 89MA 000008( Letter    Maynard Mill
00786  WP     Training Compute Print Schlen 89MA 000113( List      Seoul worksh
00785  DB     ACTIVITY Element Tooth Schlen 89MA 000113( Article   SCIENCE ACTI
-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 20. The Data Base With A New Record Inserted.

(6) Changing the record layout.

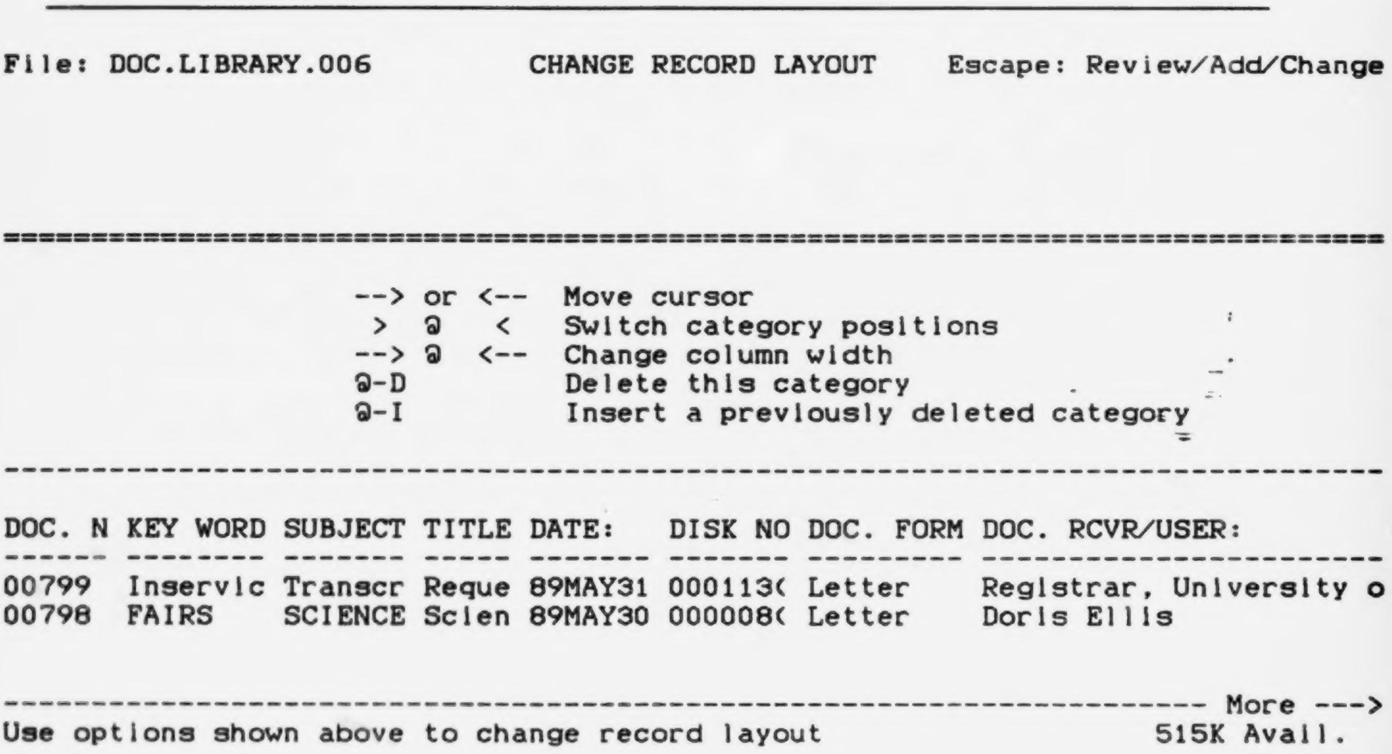
(a) Press the OPEN-APPLE and "L" keys at the same time (see Figure 21).



```
File: DOC.LIBRARY.006        CHANGE RECORD LAYOUT    Escape: Review/Add/Change

==============================================================================

                     --> or <--   Move cursor
                      >  @   <    Switch category positions
                     --> @  <--   Change column width
                     @-D          Delete this category
                     @-I          Insert a previously deleted category

------------------------------------------------------------------------------

DOC. N DOC. T KEY WORD SUBJECT TITLE AUTHOR DATE DISK NO DOC. FORM DOC. RCVR/US
------ ------ -------- ------- ----- ------ ---- ------- --------- ------------
00799  WP     Inservic Transcr Reque Schlen 89MA 000113( Letter    Registrar, U
00798  WP     FAIRS    SCIENCE Scien Schlen 89MA 000008( Letter    Doris Ellis

---------------------------------------------------------------------- More --->
Use options shown above to change record layout                      515K Avail.
```

Figure 21. The Monitor Screen With The Layout Option Selected.

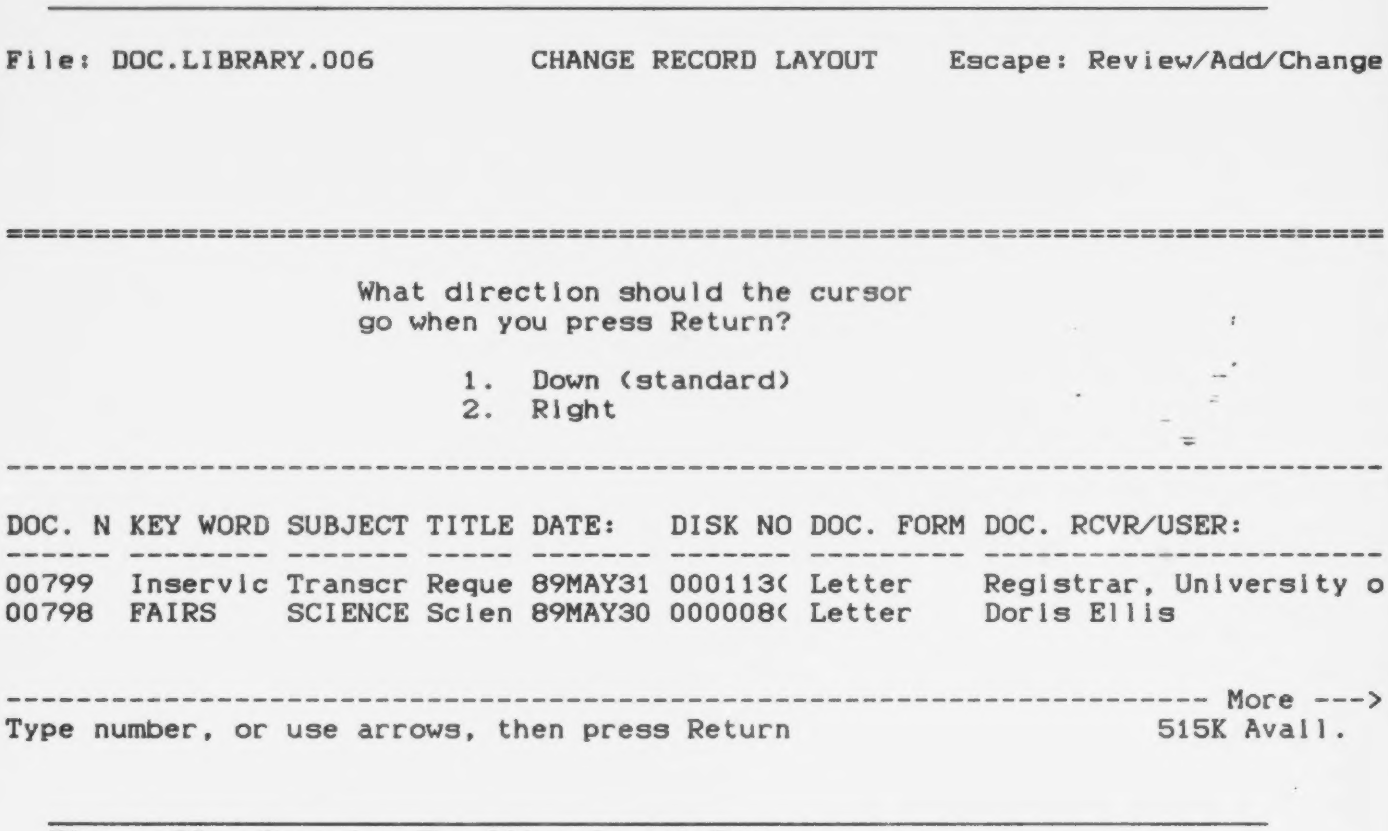
(b) Alter the file using the directions provided on the screen. A point to remember here is that no matter what action you take, like deleting the wrong category etc., the information is not lost as long as the computer remains energized. In addition, if the original file was saved on a data disk, it is still there (see Figure 22).



```
File: DOC.LIBRARY.006          CHANGE RECORD LAYOUT    Escape: Review/Add/Change



=========================================================================================

                    --> or <--   Move cursor
                     >  @   <    Switch category positions
                    --> @  <--   Change column width
                    @-D          Delete this category
                    @-I          Insert a previously deleted category

-----------------------------------------------------------------------------------------

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
------ -------- ------- ----- ------- ------- --------- ----------------------
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis

------------------------------------------------------------------------ More --->
Use options shown above to change record layout                     515K Avail.
```

Figure 22. The Monitor Screen Showing The Altered Data Base File.

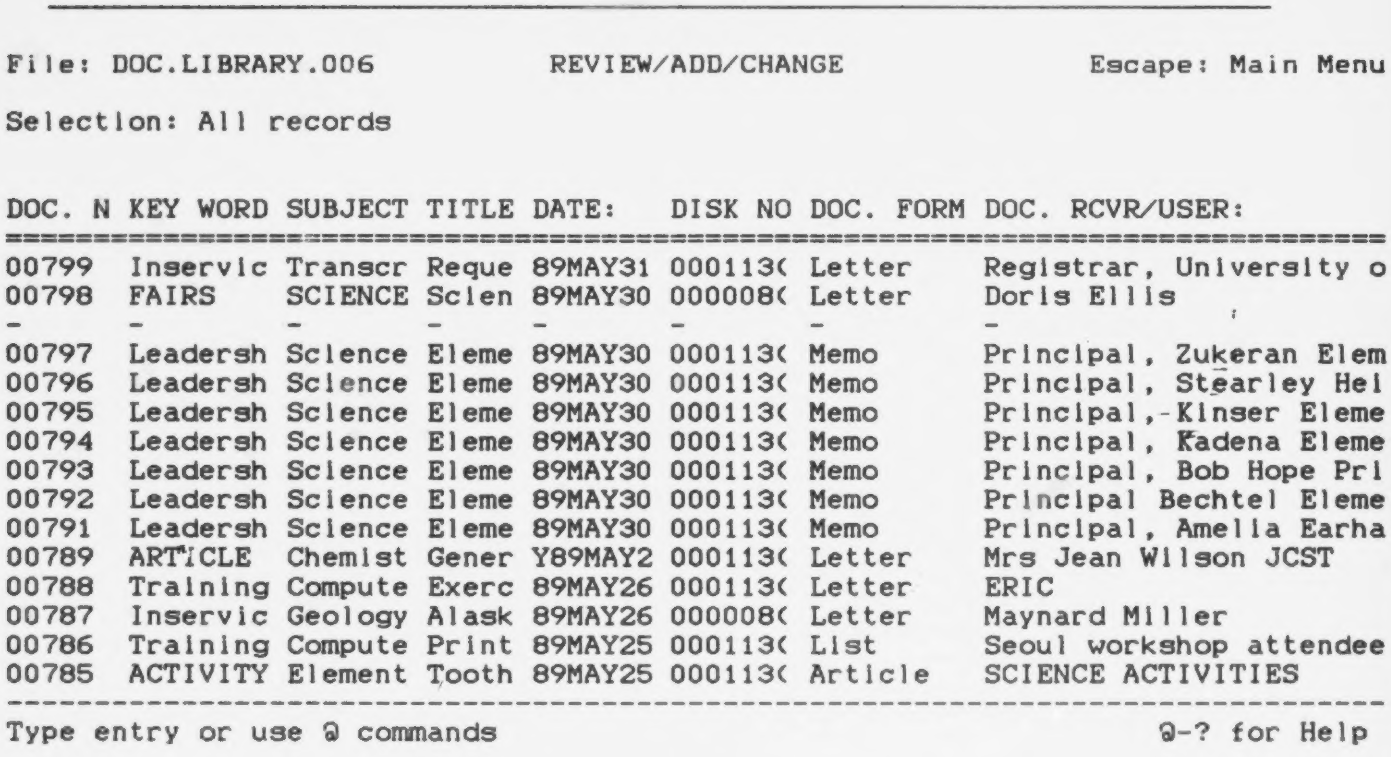
(c) Press the ESC key once (see Figure 23).



```
File: DOC.LIBRARY.006         CHANGE RECORD LAYOUT    Escape: Review/Add/Change



==============================================================================
                      What direction should the cursor
                      go when you press Return?

                          1.  Down (standard)
                          2.  Right

------------------------------------------------------------------------------
DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
------ -------- ------- ----- ------- ------- --------- ----------------------
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis

------------------------------------------------------------------ More --->
Type number, or use arrows, then press Return                       515K Avail.
```

Figure 23. Escaping The Alter Layout Process.

(d) Press the ESC key once (see Figure 24).

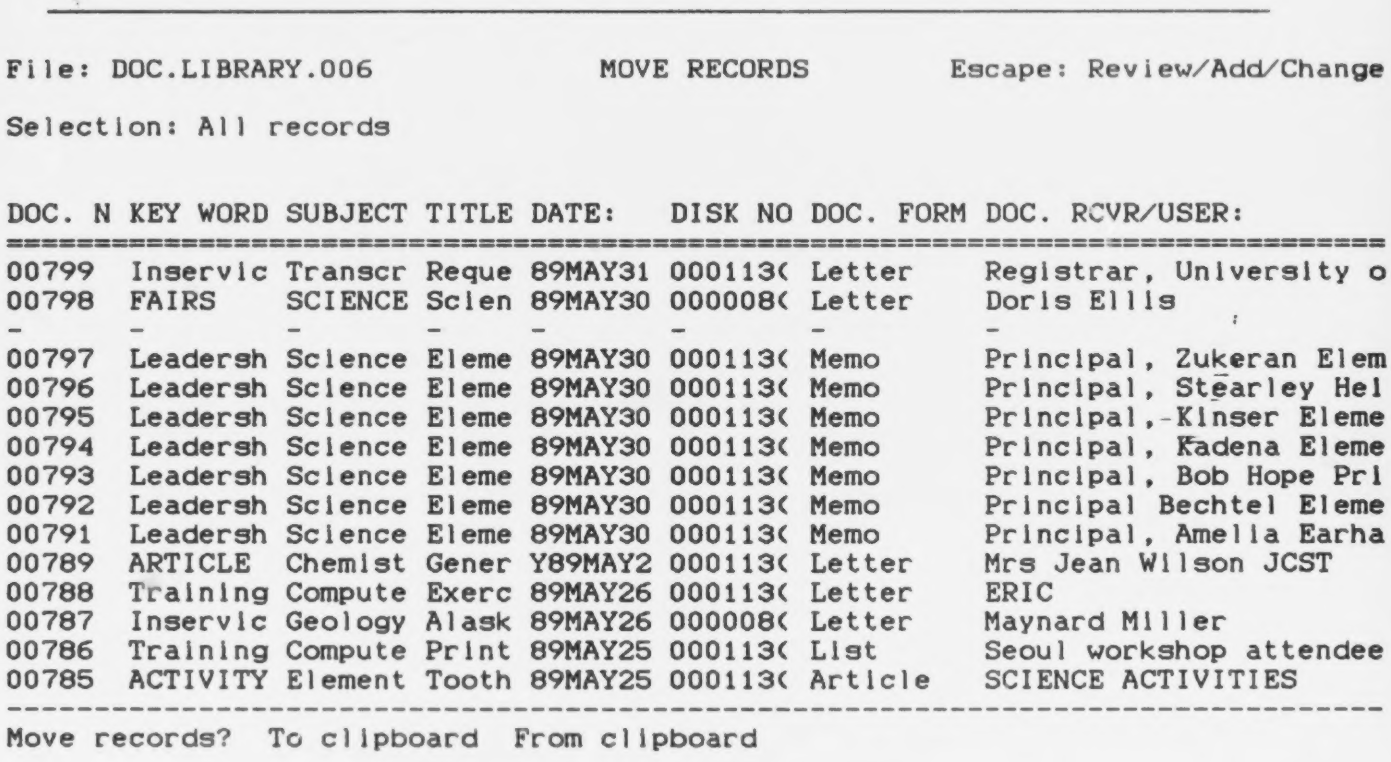


```
File: DOC.LIBRARY.006         REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
==========================================================================
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hei
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal,-Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
--------------------------------------------------------------------------
Type entry or use @ commands                                   @-? for Help
```

Figure 24. The Monitor Screen Showing An Example Of An Altered File.

(7) Moving records.

(a) Press the OPEN-APPLE and the "M" keys at the same time (see Figure 25).



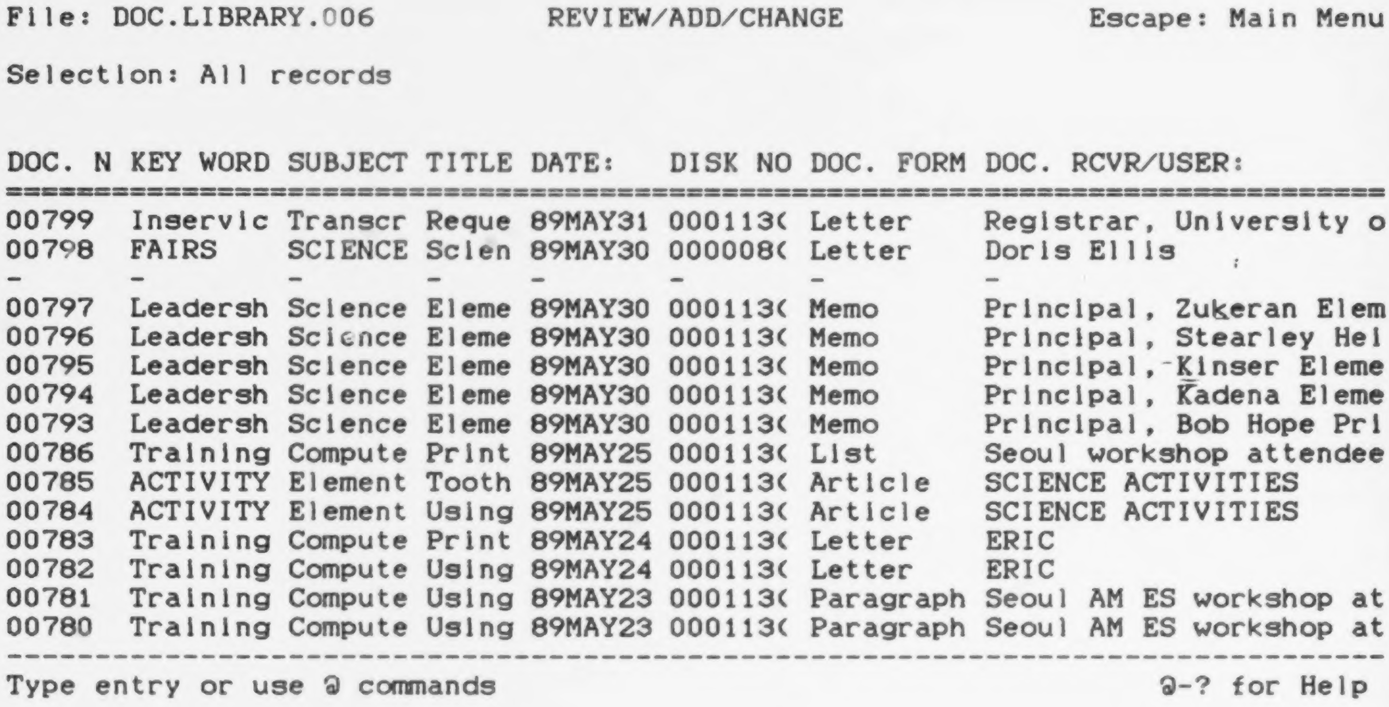
```
File: DOC.LIBRARY.006              MOVE RECORDS          Escape: Review/Add/Change

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
================================================================================
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hei
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
--------------------------------------------------------------------------------
Move records?  To clipboard  From clipboard
```

Figure 25. The Monitor Screen After The Move Option Has Been Entered.

(b) Select the "To Clipboard" option by pressing the RETURN key once.

(c) Using the DOWN-ARROW key, highlight the records you want to move.

(d) Press the RETURN key once (see Figure 26).



```
File: DOC.LIBRARY.006           REVIEW/ADD/CHANGE           Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hei
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00784  ACTIVITY Element Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00783  Training Compute Print 89MAY24 000113( Letter    ERIC
00782  Training Compute Using 89MAY24 000113( Letter    ERIC
00781  Training Compute Using 89MAY23 000113( Paragraph Seoul AM ES workshop at
00780  Training Compute Using 89MAY23 000113( Paragraph Seoul AM ES workshop at
-------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

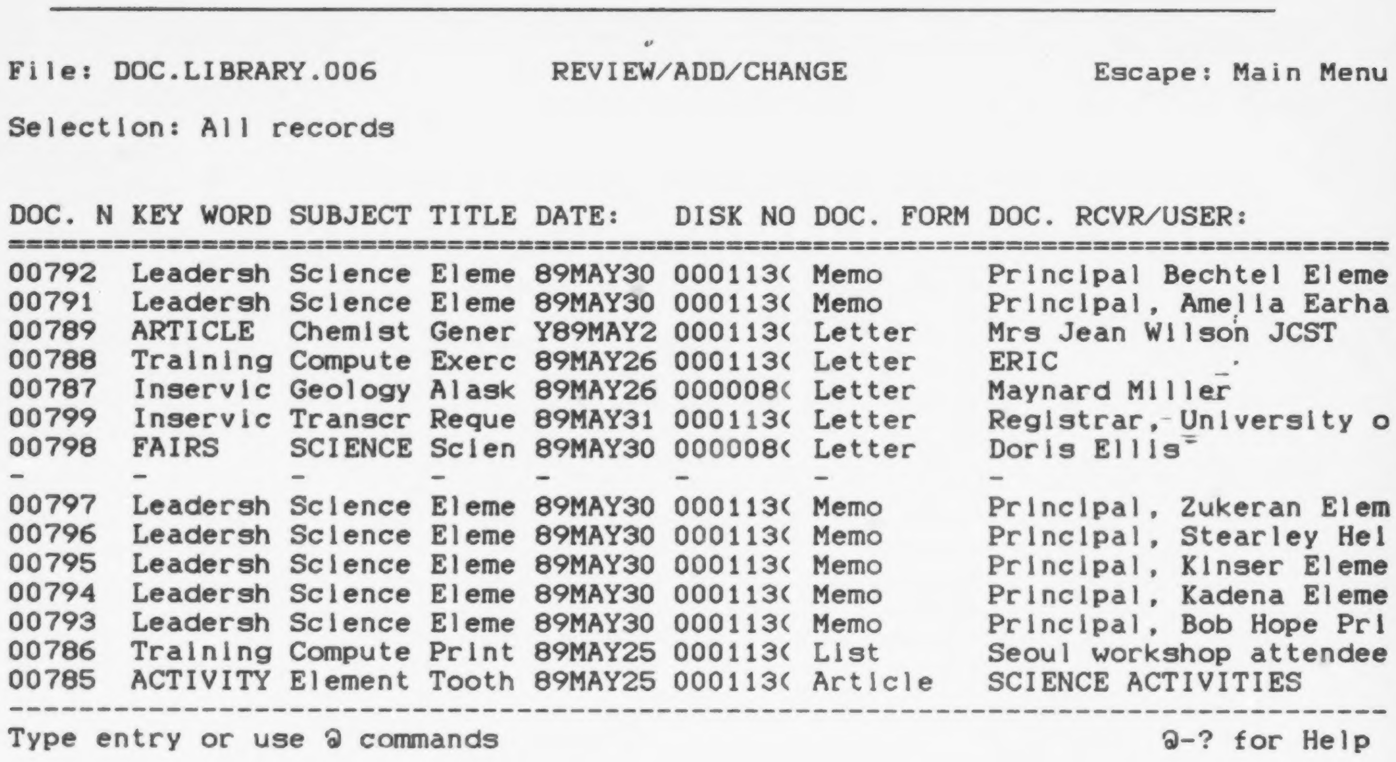
Figure 26. The Monitor Screen Showing The File After The Records Have Been Moved To The Clipboard.

(e) Move the cursor under the first letter of the first in the record below which you want to move the records you placed on the clipboard in the previous step. Note that the records do not need to be reinserted in this data base file but can be moved to another.

(f) Press the OPEN-APPLE and the "M" keys at the same time.

(g) Highlight the "From Clipboard" option using the RIGHT-ARROW key.

(h) Press the RETURN key and then compare your monitor screen with the example shown in Figure 27.

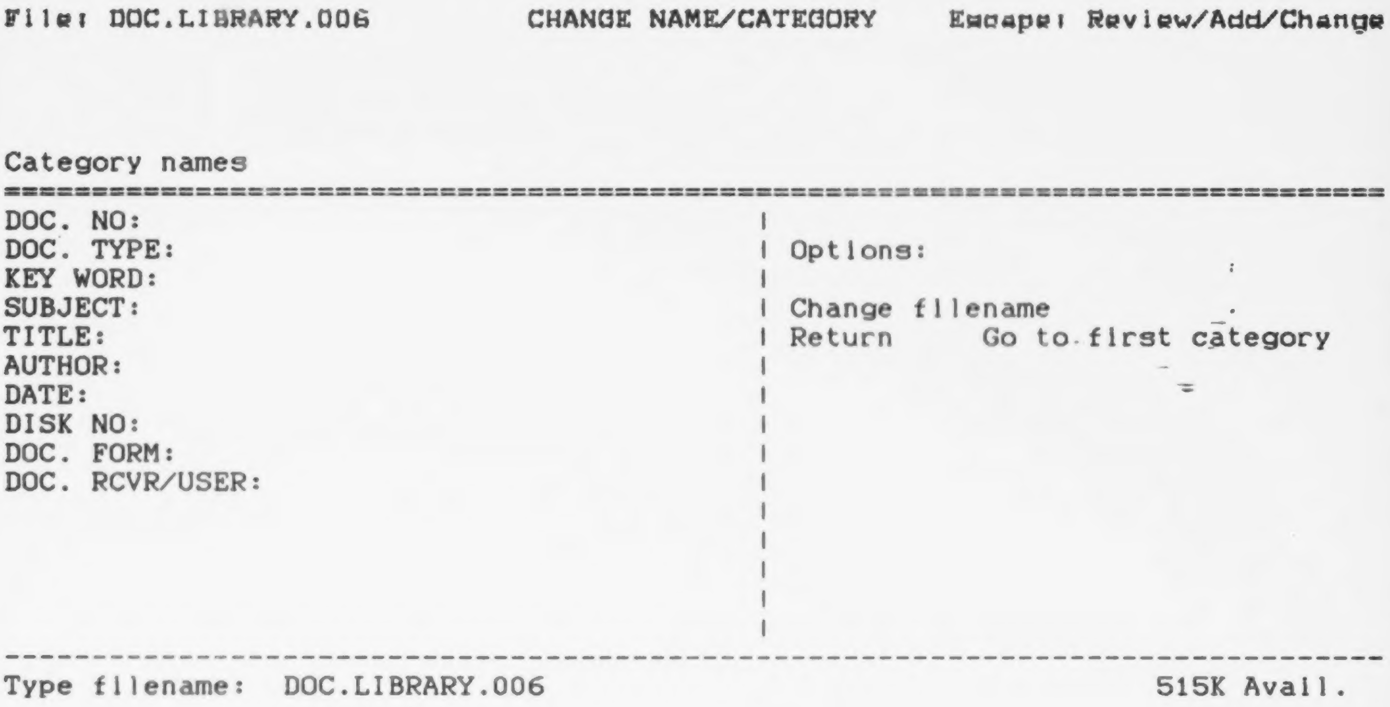


```
File: DOC.LIBRARY.006          REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hel
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 27. The Monitor Screen Showing The File After Moving Several Files.

(8) Changing file names. This is an extremely important option because it allows you to change the name of a file and store it without destroying the original file.

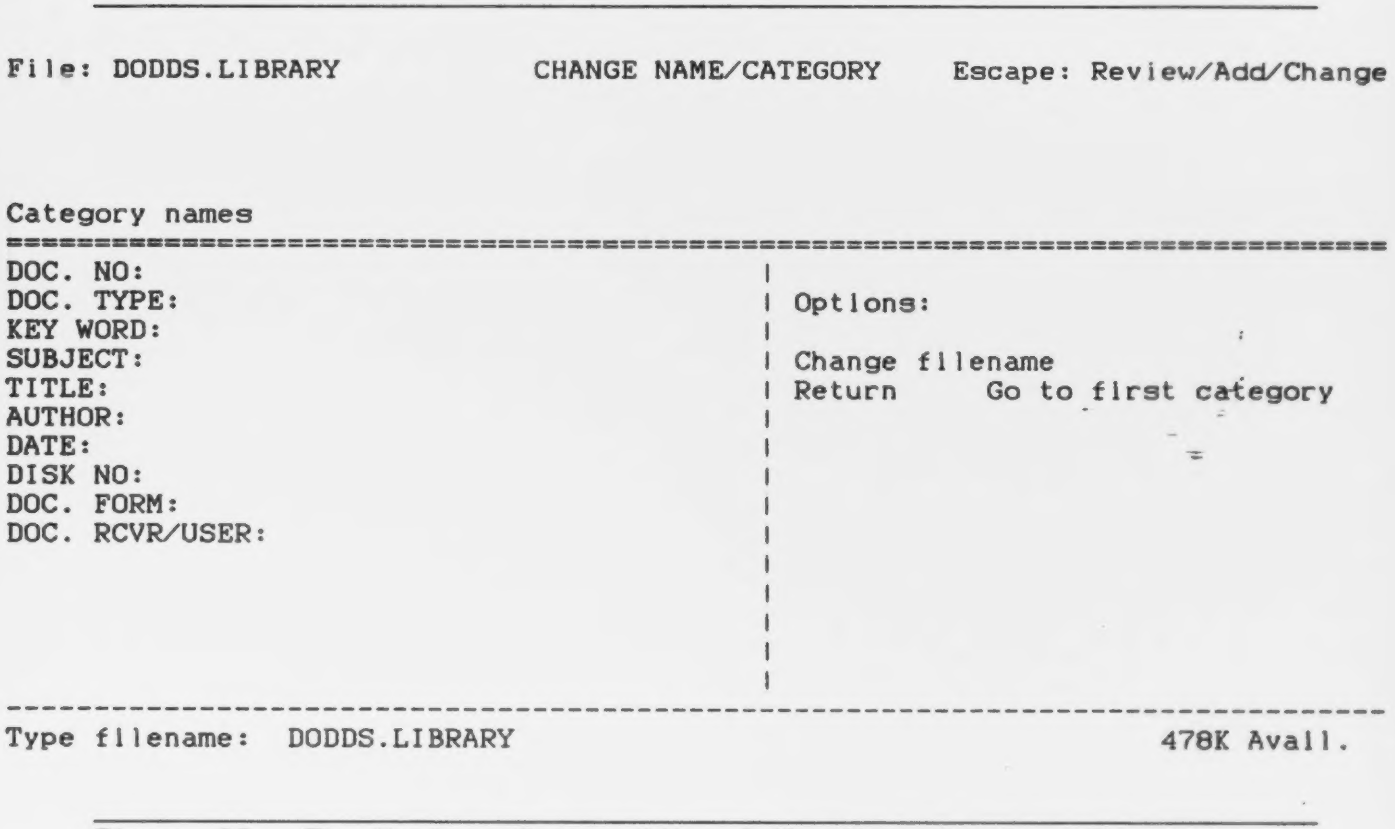
(a) Press the OPEN-APPLE and the "N" keys at the same time (see Figure 28).



```
File: DOC.LIBRARY.006         CHANGE NAME/CATEGORY    Escape: Review/Add/Change



Category names
================================================================================
DOC. NO:                                    |
DOC. TYPE:                                  | Options:
KEY WORD:                                   |
SUBJECT:                                    | Change filename
TITLE:                                      | Return     Go to first category
AUTHOR:                                     |
DATE:                                       |
DISK NO:                                    |
DOC. FORM:                                  |
DOC. RCVR/USER:                             |
                                            |
                                            |
                                            |
                                            |
                                            |
--------------------------------------------------------------------------------
Type filename:  DOC.LIBRARY.006                                     515K Avail.
```

Figure 28. The Monitor Screen After Entering The Name Change Option.

(b) Alter the name by typing the new name of the file (see Figure 29).

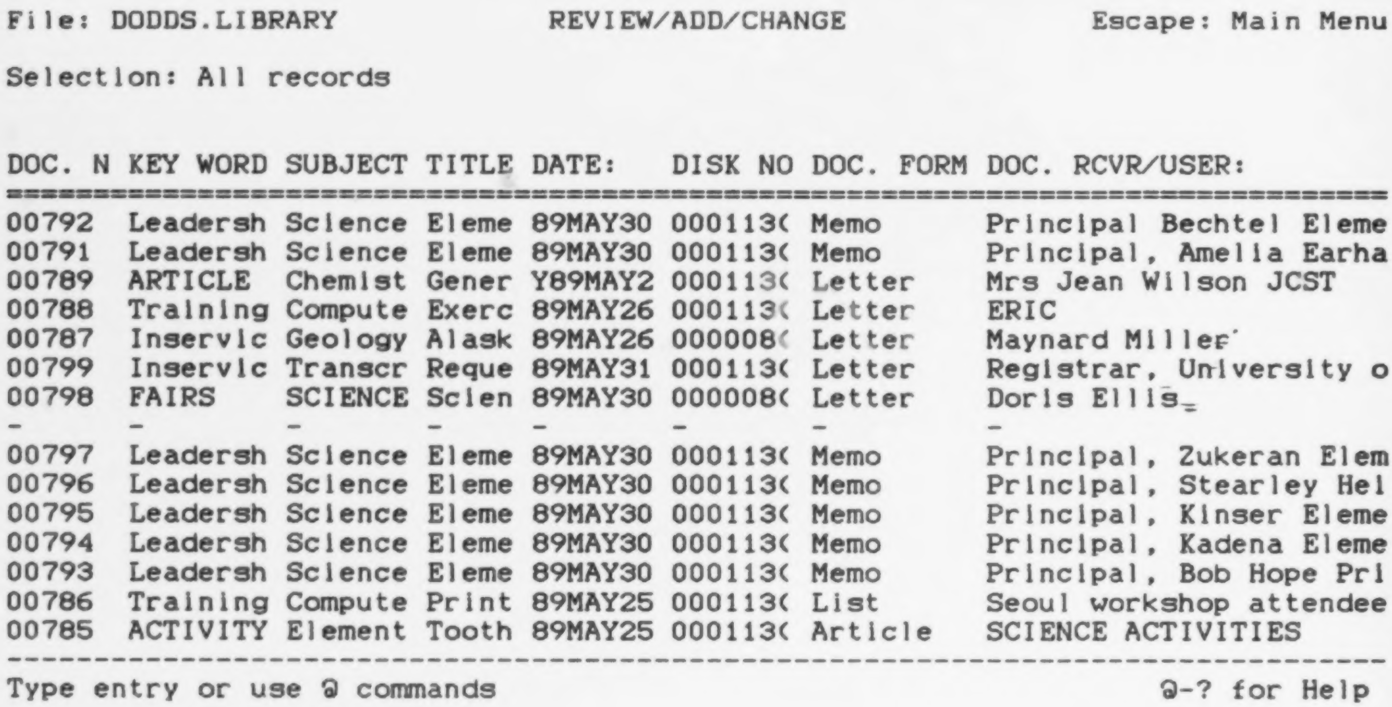


```
File: DODDS.LIBRARY          CHANGE NAME/CATEGORY    Escape: Review/Add/Change


Category names
==========================================================================
DOC. NO:                                  |
DOC. TYPE:                                | Options:
KEY WORD:                                 |
SUBJECT:                                  | Change filename
TITLE:                                    | Return     Go to first category
AUTHOR:                                   |
DATE:                                     |
DISK NO:                                  |
DOC. FORM:                                |
DOC. RCVR/USER:                           |
                                          |
                                          |
                                          |
                                          |
                                          |
--------------------------------------------------------------------------
Type filename:  DODDS.LIBRARY                                  478K Avail.
```

Figure 29. The Monitor Screen After A New Name Has Been Typed.

(c) Press the RETURN key once

(d) Press the ESC key once and then look at Figure 30. Note that the new file name has been entered and now appears in the upper left corner of the screen.

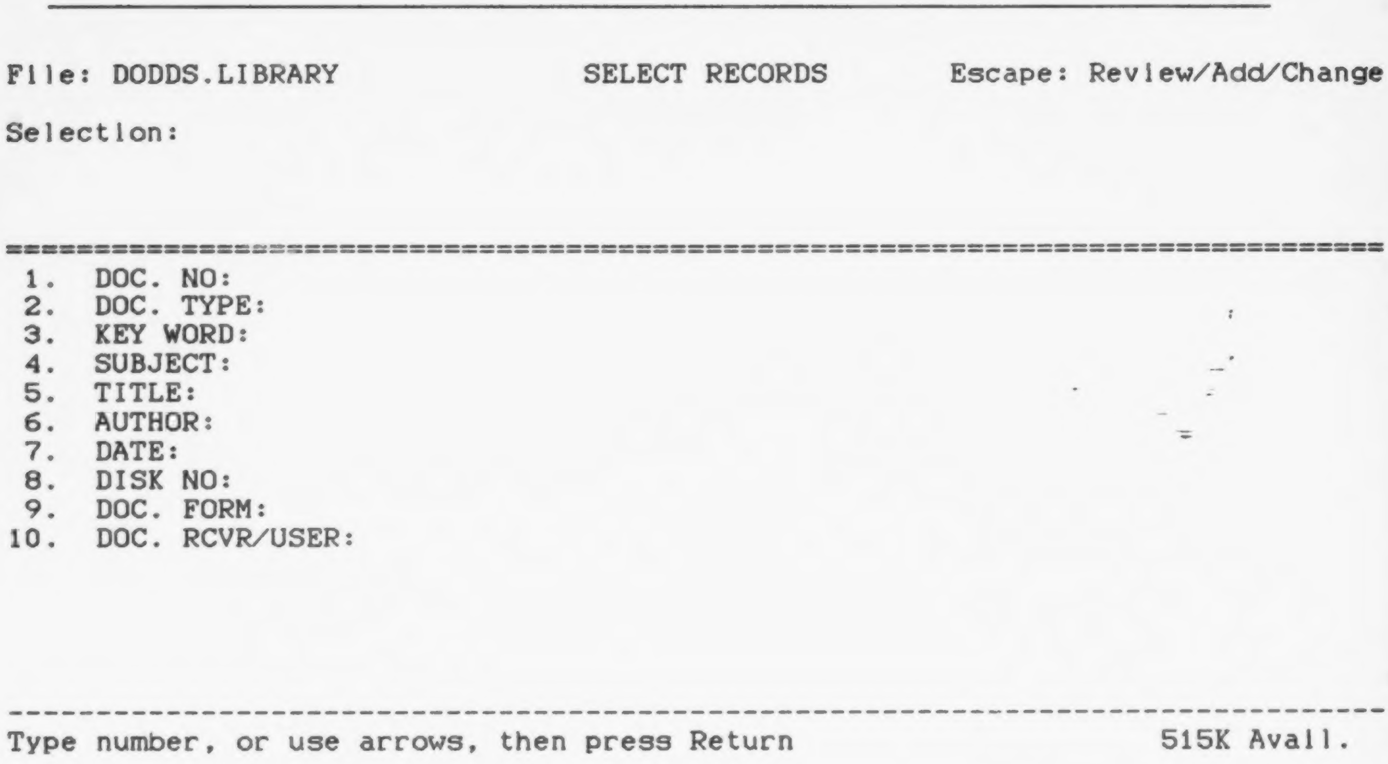


```
File: DODDS.LIBRARY              REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=================================================================================
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis_
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hel
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
---------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 30. The Monitor Screen Showing The File With The Name Change Entered.

(9) Selection rules for finding specific records. This option allows you to set up to three rules by which the computer will search for a specific record.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 31).

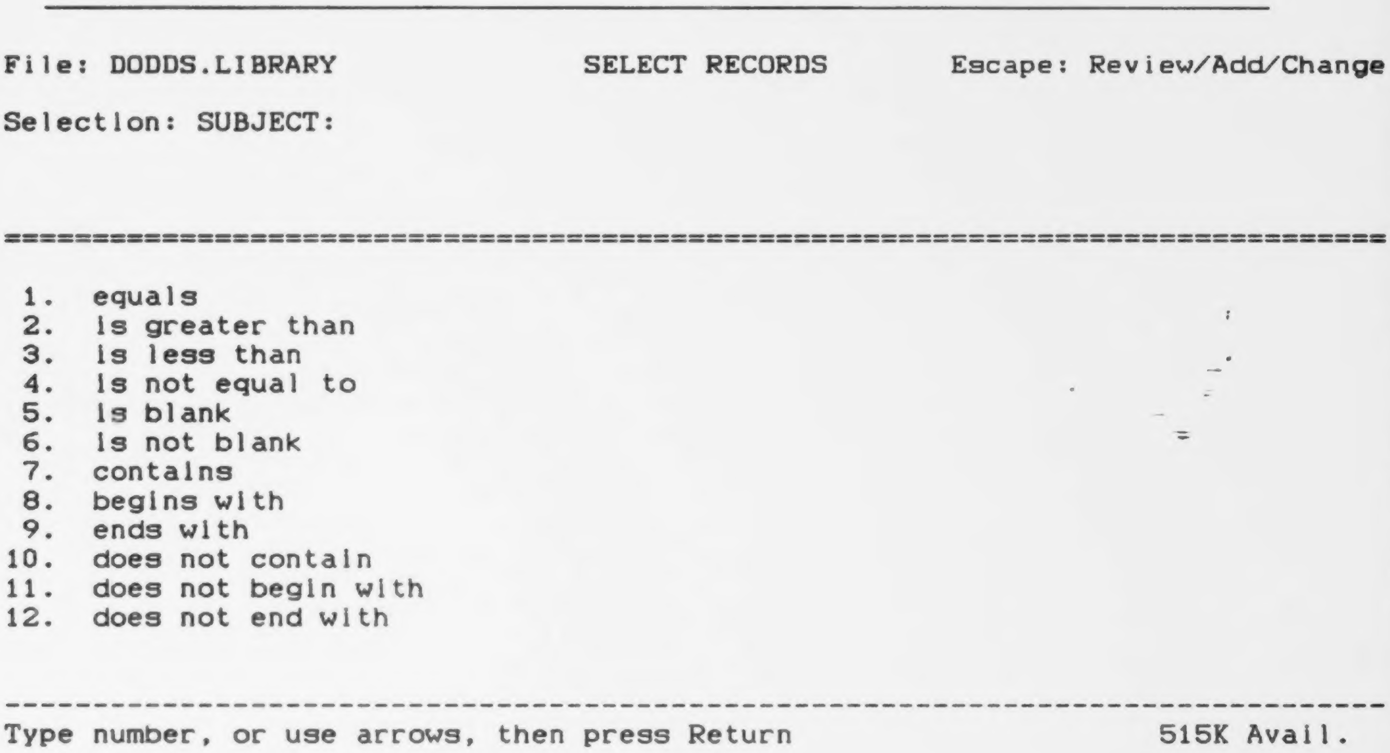


```
File: DODDS.LIBRARY              SELECT RECORDS        Escape: Review/Add/Change

Selection:

================================================================================
 1.  DOC. NO:
 2.  DOC. TYPE:
 3.  KEY WORD:
 4.  SUBJECT:
 5.  TITLE:
 6.  AUTHOR:
 7.  DATE:
 8.  DISK NO:
 9.  DOC. FORM:
10.  DOC. RCVR/USER:

--------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       515K Avail.
```

Figure 31. The Monitor Screen After Entering The Record Selection Rule Option.

(b) Highlight the category that you wish to use for comparison by using the DOWN-ARROW key.

(c) Press the RETURN key once (see Figure 32).

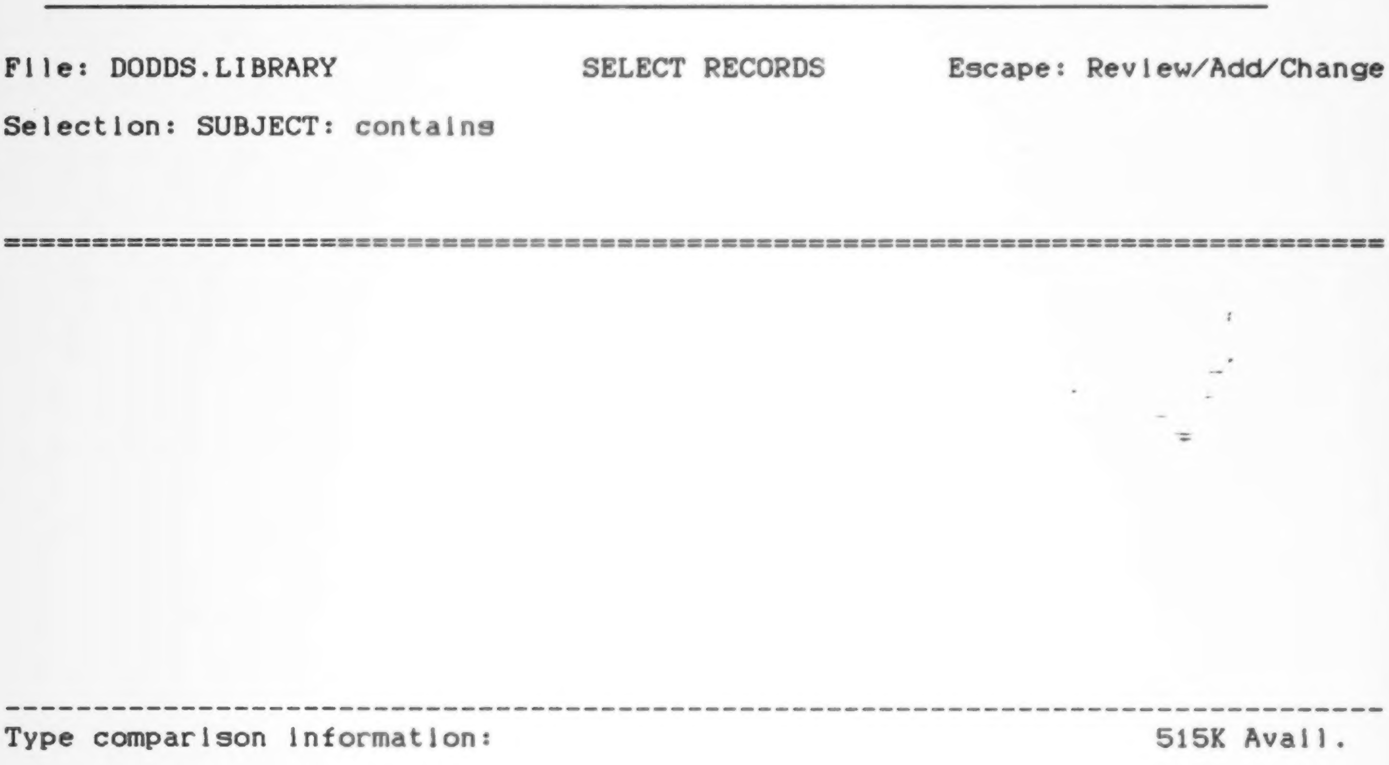


```
File: DODDS.LIBRARY              SELECT RECORDS      Escape: Review/Add/Change

Selection: SUBJECT:


==============================================================================

 1.  equals
 2.  is greater than
 3.  is less than
 4.  is not equal to
 5.  is blank
 6.  is not blank
 7.  contains
 8.  begins with
 9.  ends with
10.  does not contain
11.  does not begin with
12.  does not end with

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                       515K Avail.
```

Figure 32. The Monitor Screen After Selecting The Category To Be Used To Locate A Record.

(d) Choose the type of comparison you wish to make by highlighting that choice using the ARROW keys.

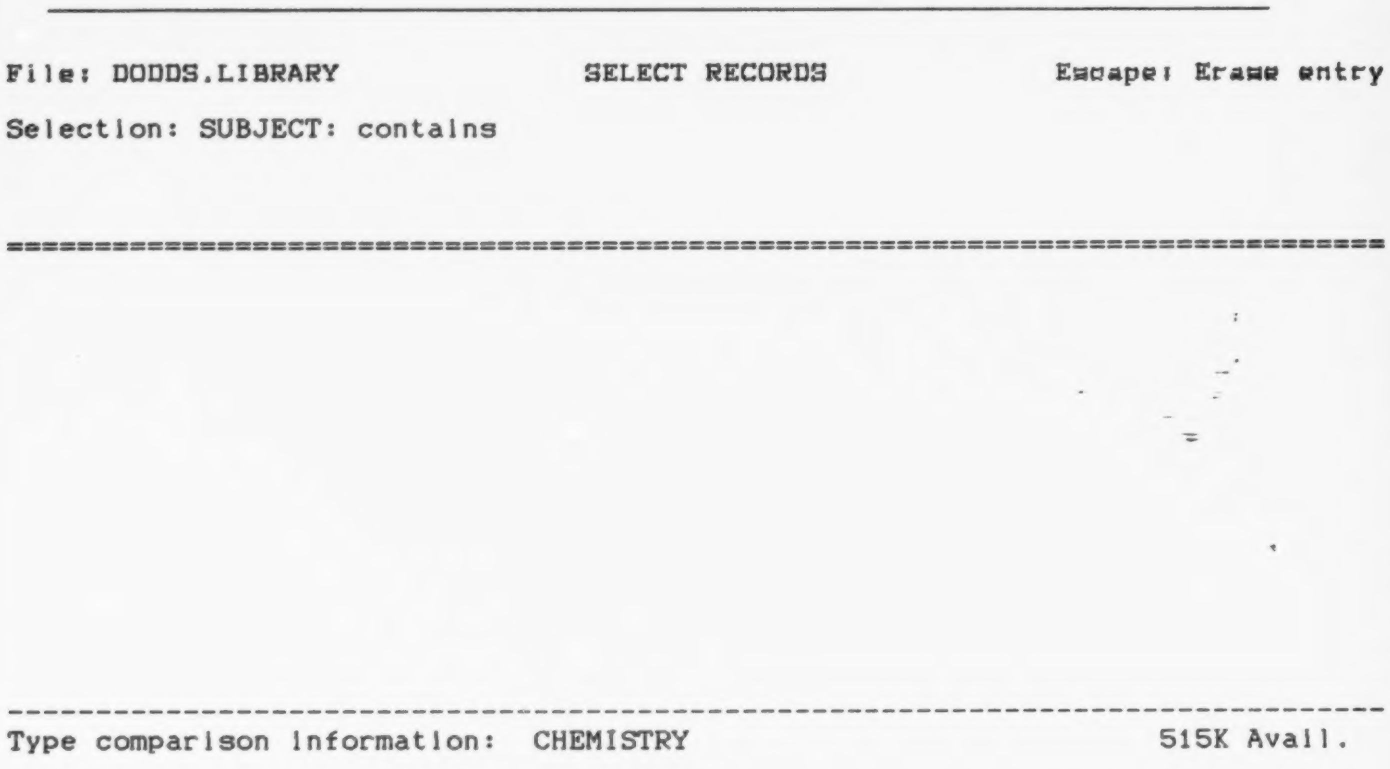
(e) Press the RETURN key once (see Figure 33).



```
File: DODDS.LIBRARY            SELECT RECORDS       Escape: Review/Add/Change
Selection: SUBJECT: contains

================================================================================










--------------------------------------------------------------------------------
Type comparison information:                                         515K Avail.
```

Figure 33. The Monitor Screen After The Type Of Comparison Information Has Been Entered In The Computer.

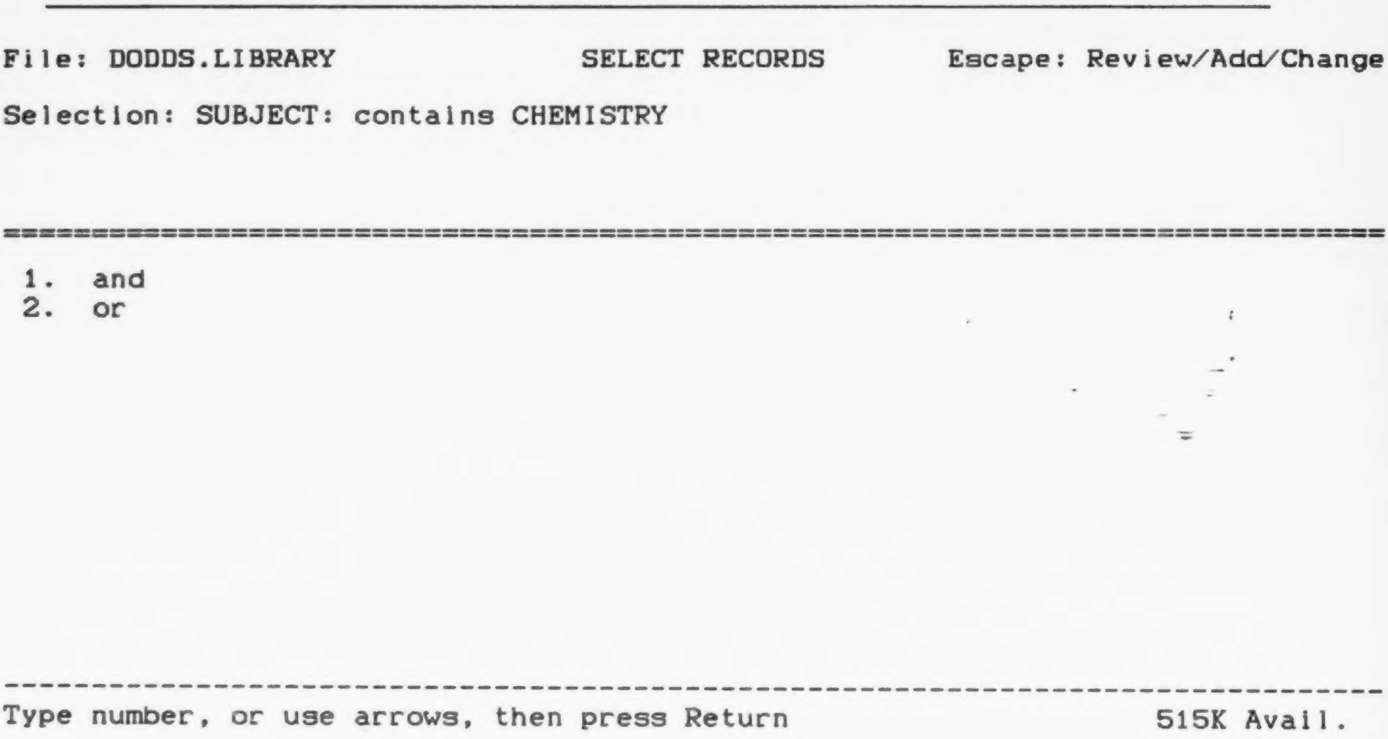
(f) Type the information for which you wish the computer to search (see the example in Figure 34).



```
File: DODDS.LIBRARY            SELECT RECORDS            Escape: Erase entry
Selection: SUBJECT: contains

==============================================================================









------------------------------------------------------------------------------
Type comparison information:  CHEMISTRY                            515K Avail.
```

Figure 34. The Monitor Screen Showing The Information Typed.

(g) Press the RETURN key (see Figure 35).

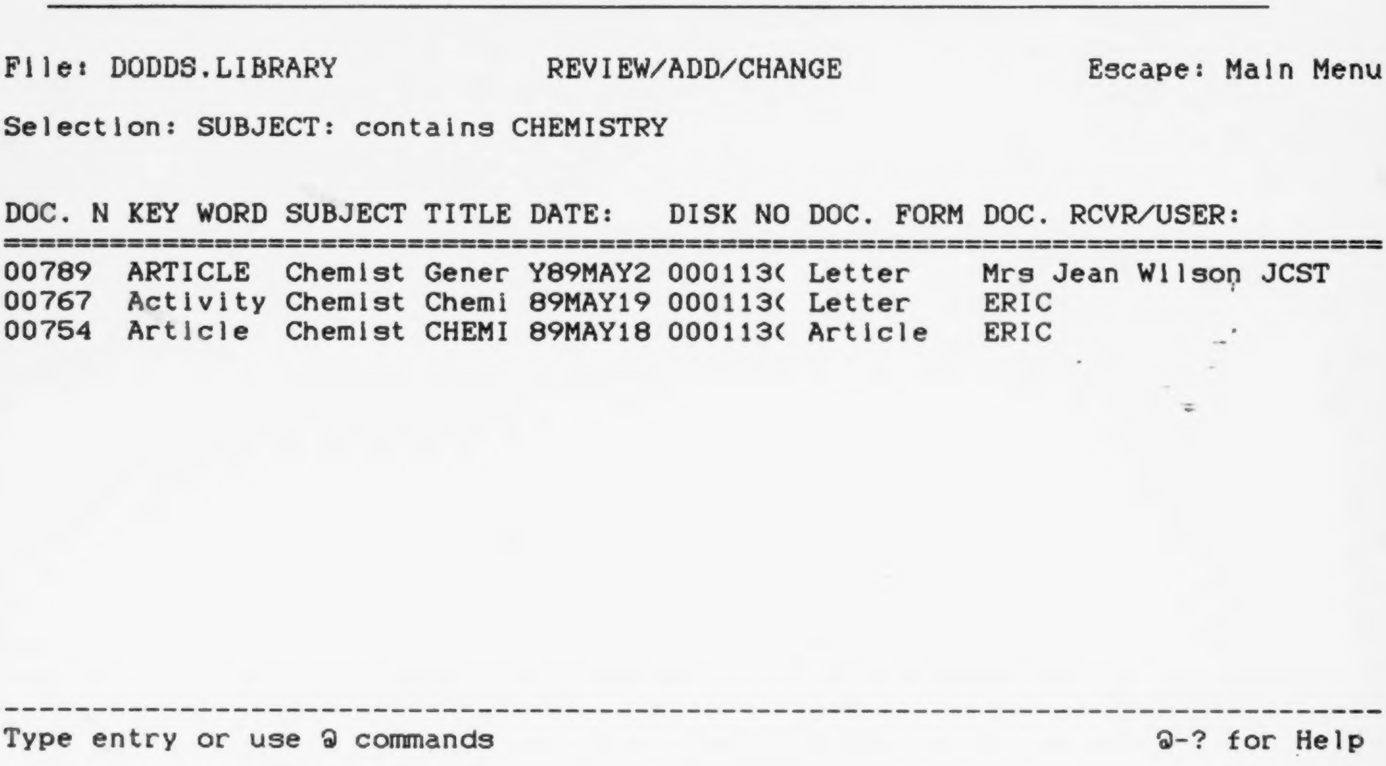


```
File: DODDS.LIBRARY            SELECT RECORDS       Escape: Review/Add/Change

Selection: SUBJECT: contains CHEMISTRY

==============================================================================
 1.  and
 2.  or

------------------------------------------------------------------------------
Type number, or use arrows, then press Return                        515K Avail.
```

Figure 35. The Monitor Screen Showing The Comparison Information Entered.

(h) Continue the process by highlighting "and, or, through" and press the RETURN key or press the ESC key to use only one rule.

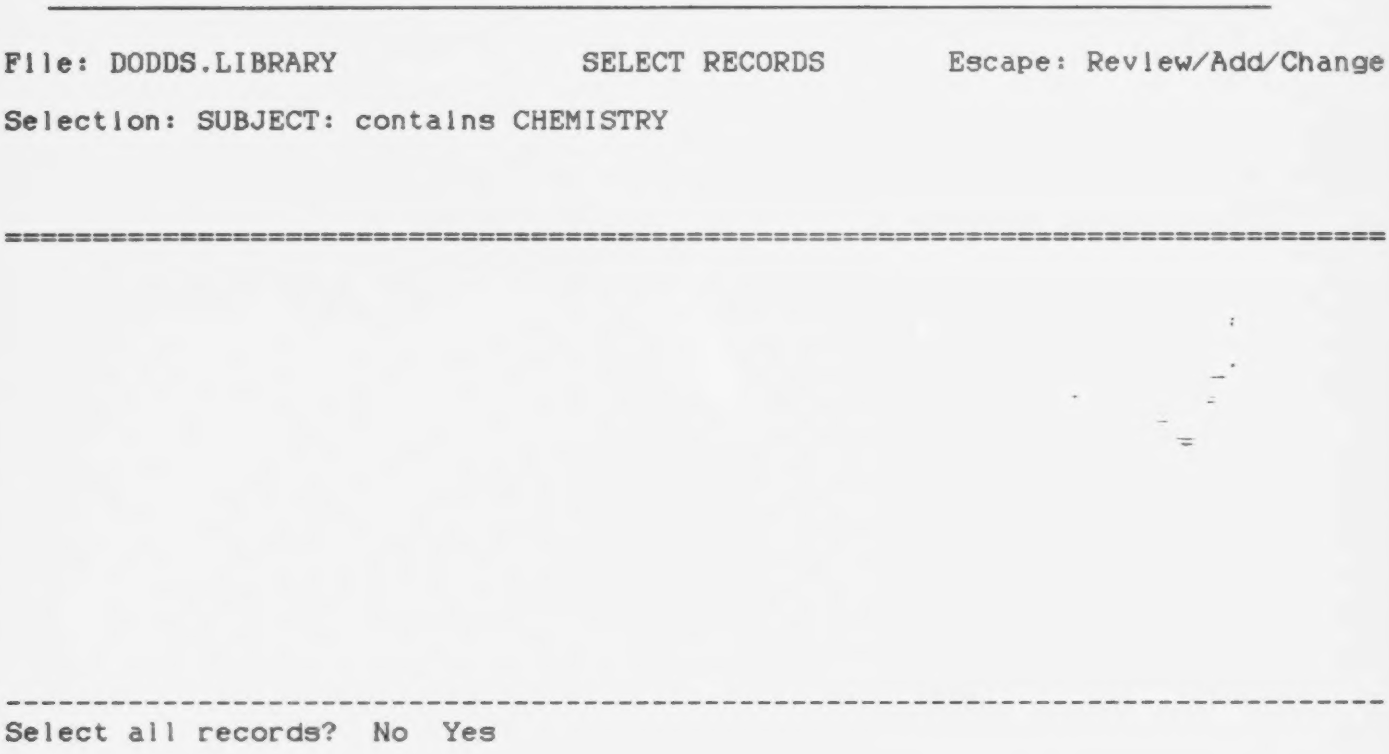
(i) Press the ESC key (see Figure 36). The Figure shows all records selected using the rule drafted above.



```
File: DODDS.LIBRARY            REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: SUBJECT: contains CHEMISTRY

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=============================================================================
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00767  Activity Chemist Chemi 89MAY19 000113( Letter    ERIC
00754  Article  Chemist CHEMI 89MAY18 000113( Article   ERIC










-----------------------------------------------------------------------------
Type entry or use @ commands                                     @-? for Help
```

Figure 36. The Monitor Screen After Escaping The Rule Drafting Process.

(j) Press the OPEN-APPLE and the "R" keys at the same time. Your screen now appears like the example shown in Figure 37.

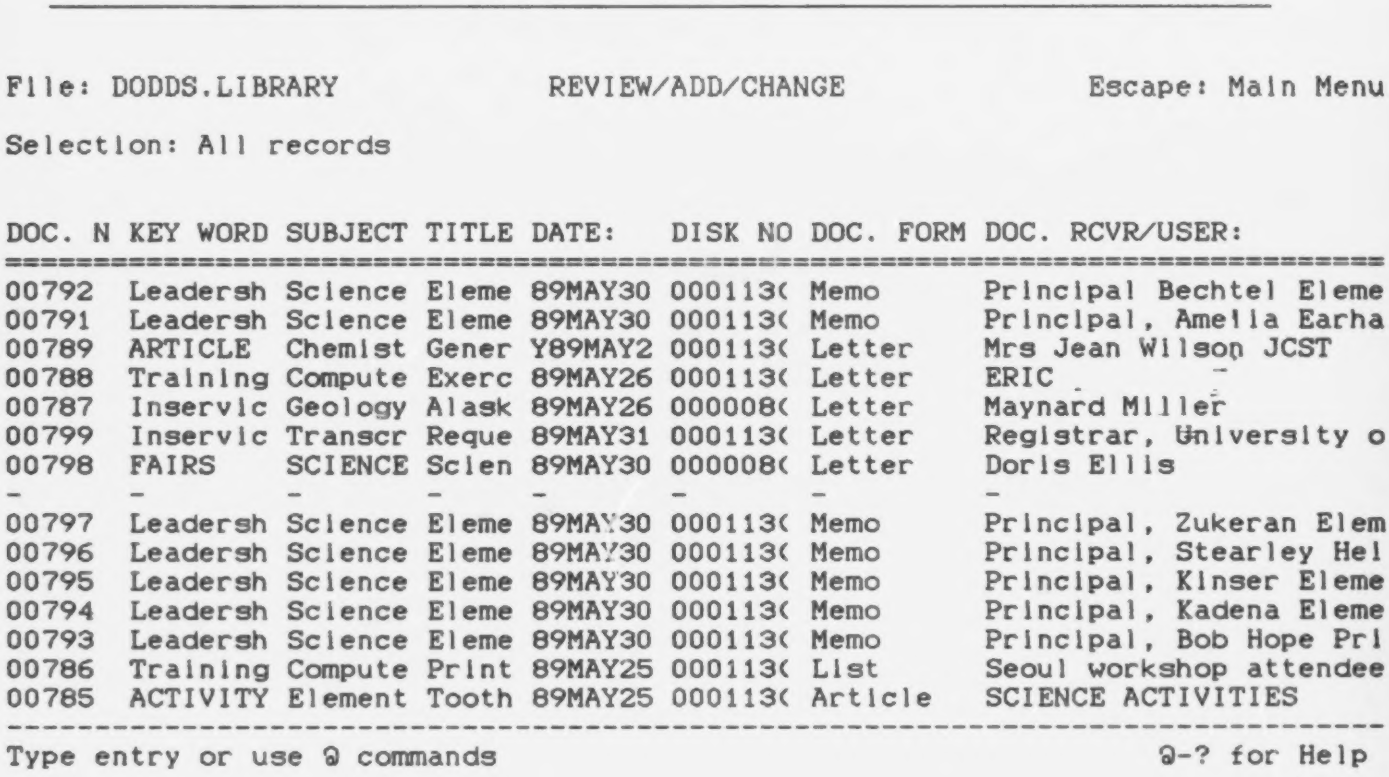


```
File: DODDS.LIBRARY              SELECT RECORDS       Escape: Review/Add/Change
Selection: SUBJECT: contains CHEMISTRY

==============================================================================














------------------------------------------------------------------------------
Select all records?  No  Yes
```

Figure 37. Step One In Returning All File Records To The Screen.

(k) Use the RIGHT-ARROW key to highlight the "Yes" Option.

(l) Press the RETURN key (see Figure 38).



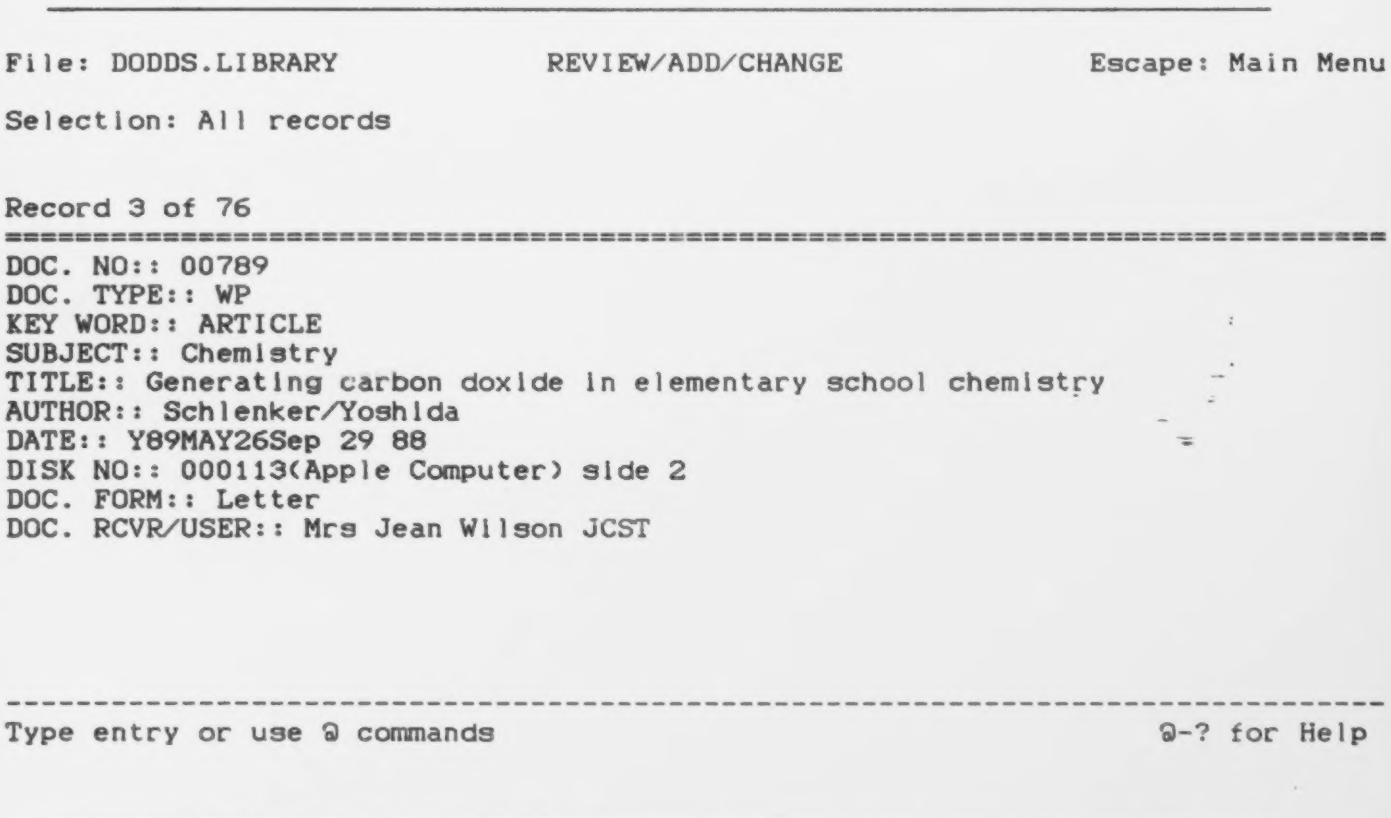
```
File: DODDS.LIBRARY            REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
================================================================================
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hel
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
--------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 38. The Screen After Exiting The Record Selection Process.

(10) Zooming in on one record.

(a) Place the cursor directly under a record that you wish to examine.

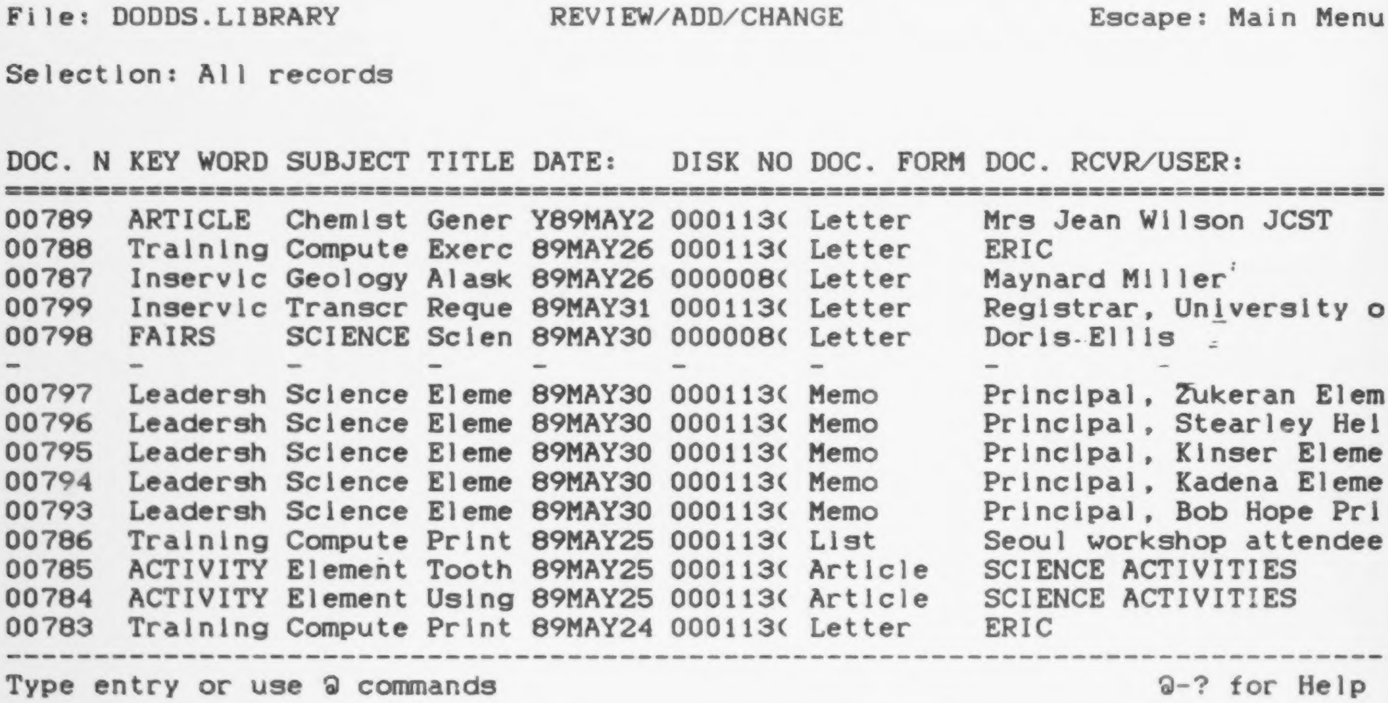
(b) Press the OPEN-APPLE and the "Z" keys at the same time (see Figure 39).



```
File: DODDS.LIBRARY          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

Record 3 of 76
==============================================================================
DOC. NO:: 00789
DOC. TYPE:: WP
KEY WORD:: ARTICLE
SUBJECT:: Chemistry
TITLE:: Generating carbon doxide in elementary school chemistry
AUTHOR:: Schlenker/Yoshida
DATE:: Y89MAY26Sep 29 88
DISK NO:: 000113(Apple Computer) side 2
DOC. FORM:: Letter
DOC. RCVR/USER:: Mrs Jean Wilson JCST



------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 39. The Monitor Screen After Zooming In On One Record.

(c) Press the OPEN-APPLE and the "Z" keys at the same time See Figure 40).

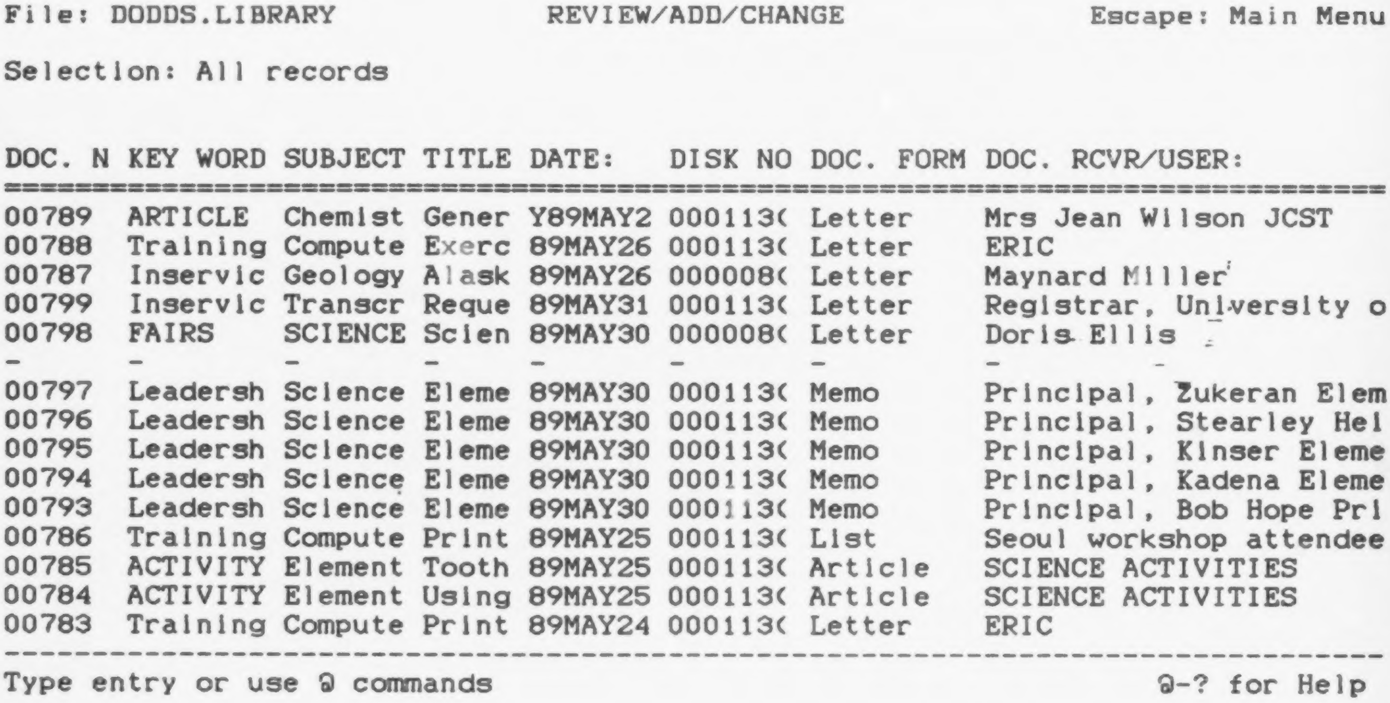


```
File: DODDS.LIBRARY            REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris-Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hei
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00784  ACTIVITY Element Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00783  Training Compute Print 89MAY24 000113( Letter    ERIC
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 40. The Monitor Screen After Returning To The All Records Format.

(11) Copying an entry. This option is used when you have one or more successive entries in a category that are all the same.

(a) Suppose you have 10 successive records, all of which have the same entry in the first category, say the first category (the DOC. NO. category in Figure 41).

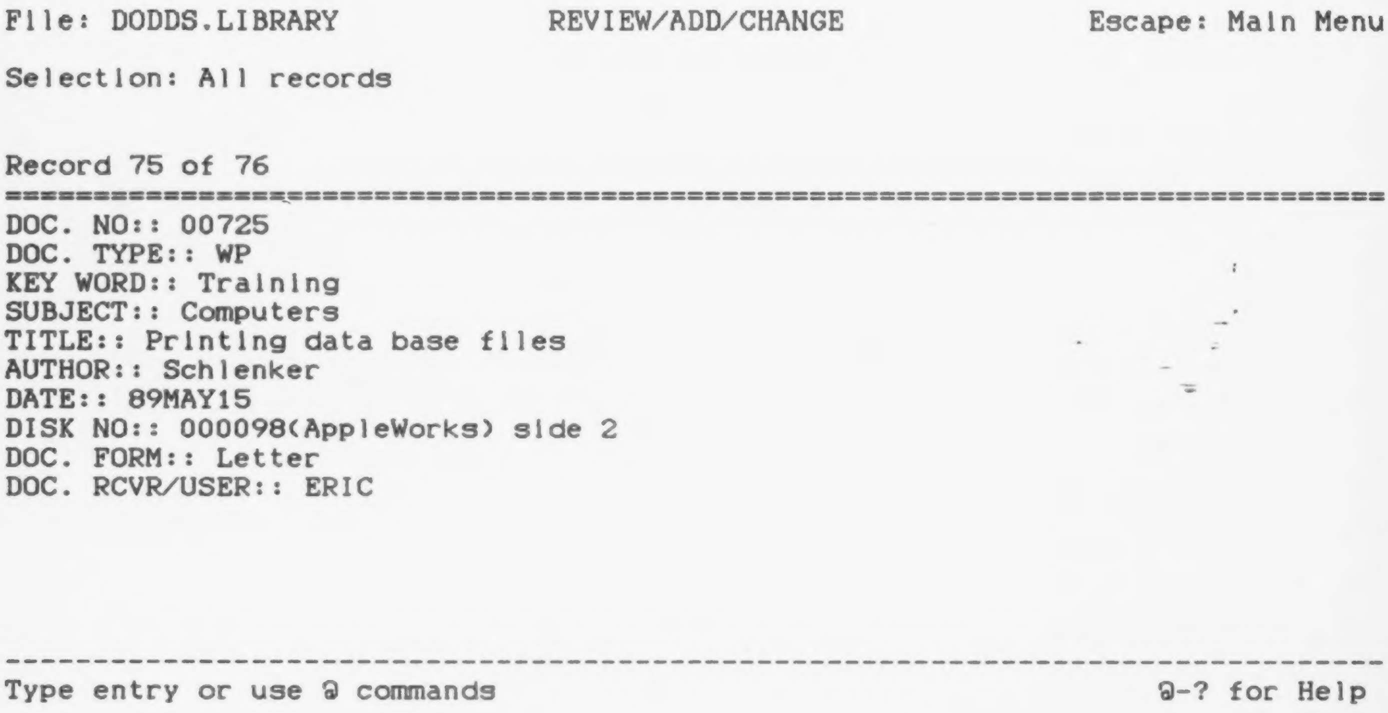


```
File: DODDS.LIBRARY          REVIEW/ADD/CHANGE          Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -      -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hei
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
00784  ACTIVITY Element Using 89MAY25 000113( Article   SCIENCE ACTIVITIES
00783  Training Compute Print 89MAY24 000113( Letter    ERIC
-------------------------------------------------------------------------------
Type entry or use @ commands                                        @-? for Help
```

Figure 41. The File Before Duplicating Blank Records.

(b) Duplicate 10 blank records as follows (this process can be accomplished also by inserting blank records as described above):

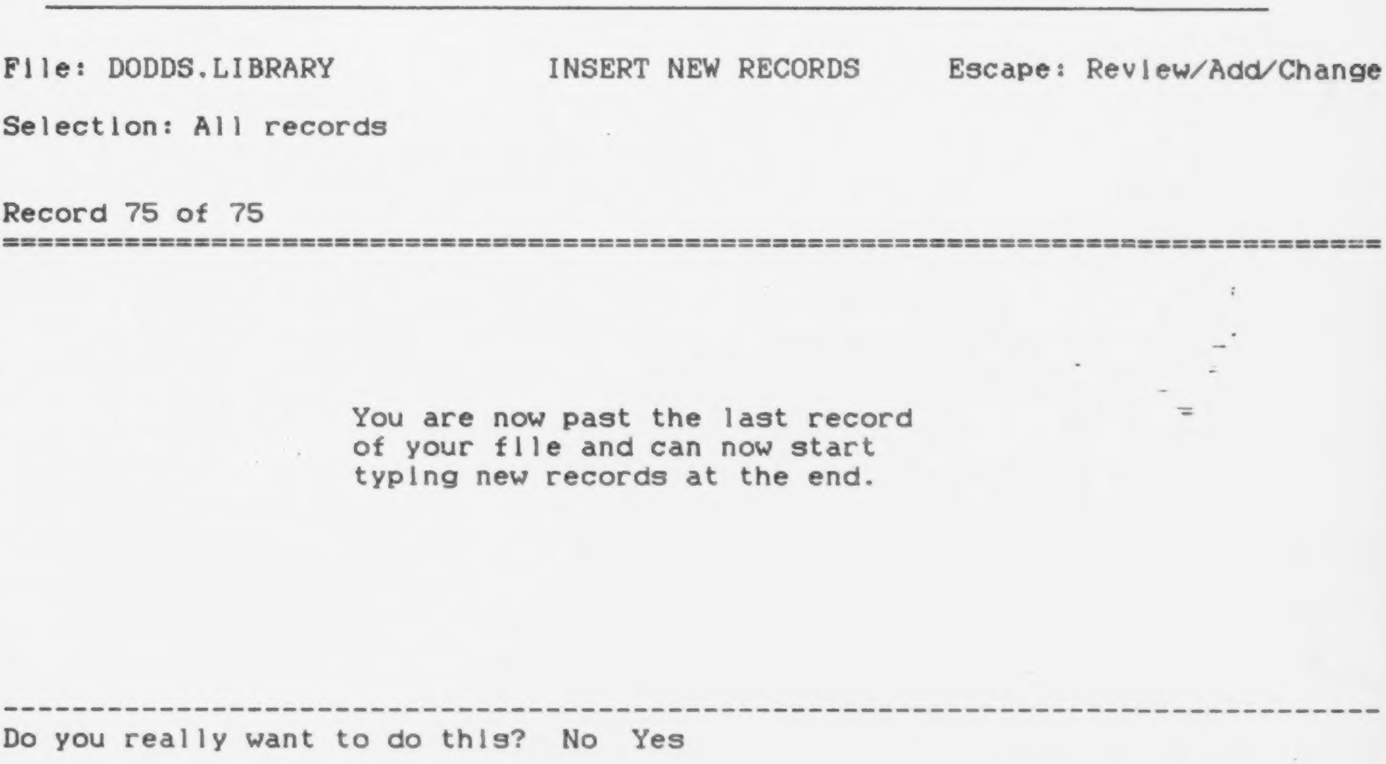
1. Zoom in on the record so that it appears similar to the example shown in Figure 42.



```
File: DODDS.LIBRARY            REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records


Record 75 of 76
==============================================================================
DOC. NO:: 00725
DOC. TYPE:: WP
KEY WORD:: Training
SUBJECT:: Computers
TITLE:: Printing data base files
AUTHOR:: Schlenker
DATE:: 89MAY15
DISK NO:: 000098(AppleWorks) side 2
DOC. FORM:: Letter
DOC. RCVR/USER:: ERIC




------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 42. The File Record After Zooming In On It.

11. Move the cursor to the bottom category and press the RETURN key. You'll receive the message shown in Figure 43.

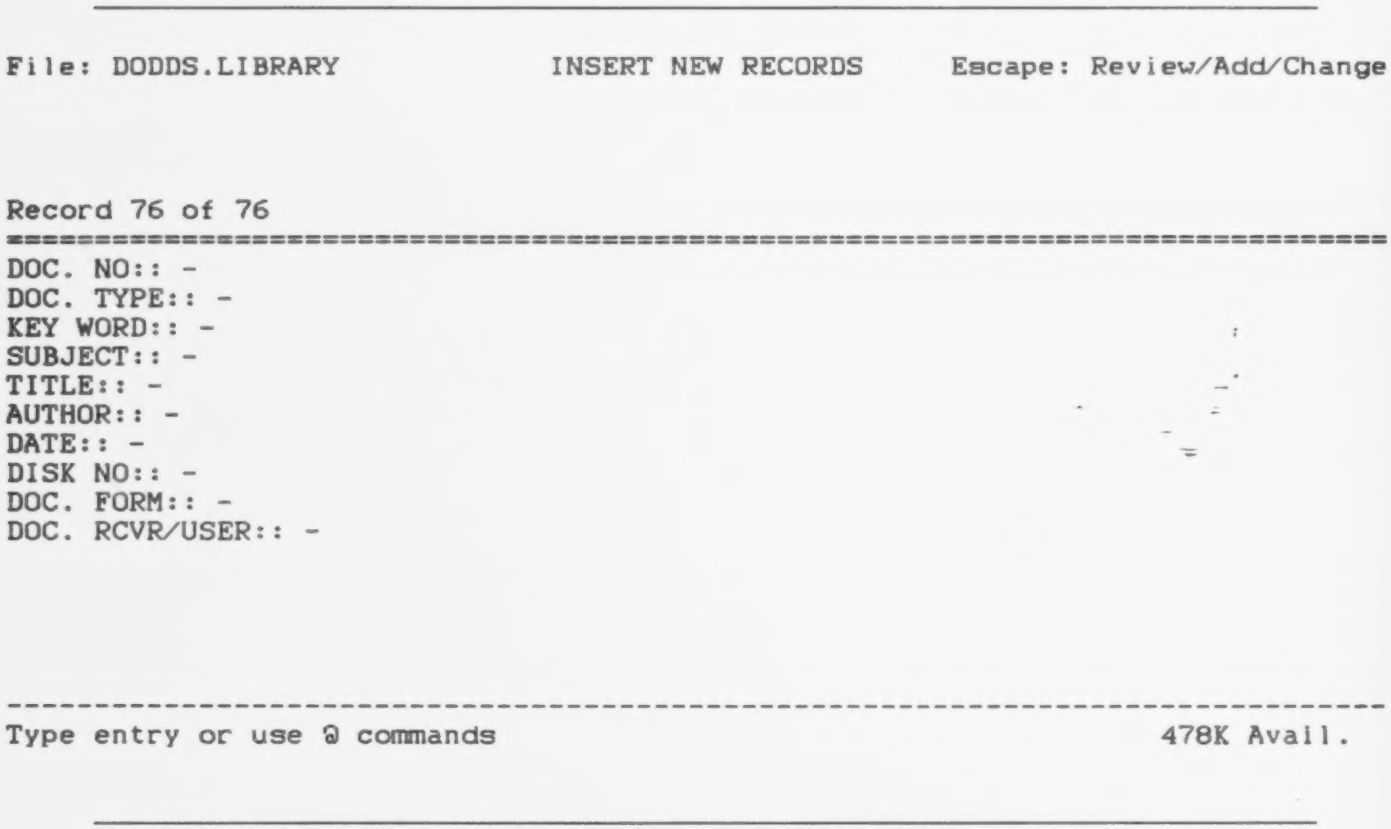


```
File: DODDS.LIBRARY           INSERT NEW RECORDS     Escape: Review/Add/Change
Selection: All records

Record 75 of 75
================================================================================




                   You are now past the last record
                   of your file and can now start
                   typing new records at the end.





--------------------------------------------------------------------------------
Do you really want to do this?  No  Yes
```

Figure 43. The Monitor Screen After Passing The Last Record In The File.

iii. Highlight "yes" by pressing the RIGHT-ARROW key.

iv. Press the RETURN key (see Figure 44).



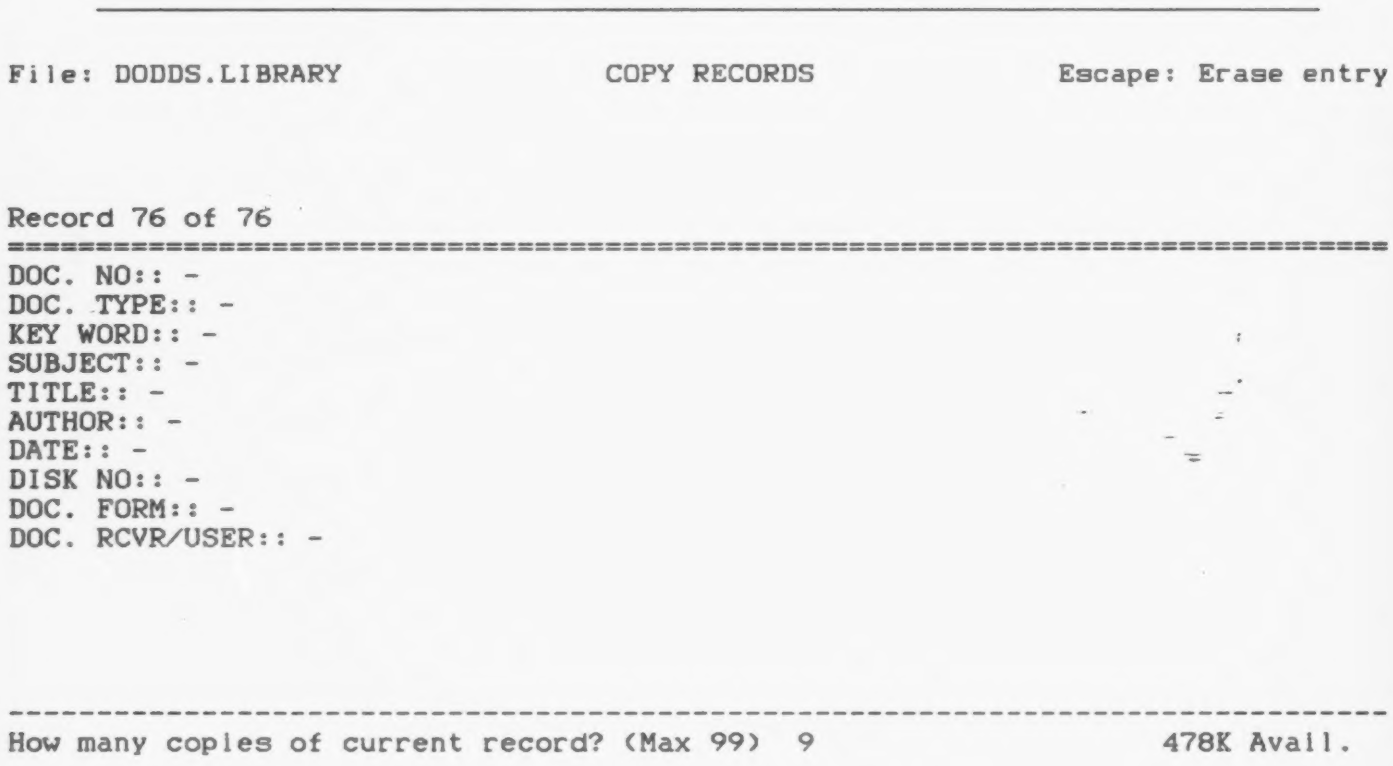
```
File: DODDS.LIBRARY          INSERT NEW RECORDS     Escape: Review/Add/Change


Record 76 of 76
==============================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -



------------------------------------------------------------------------------
Type entry or use @ commands                                       478K Avail.
```

Figure 44. The Monitor Screen Showing A Blank Record.

v. Press the RETURN key once.

vi. Press the OPEN-APPLE and the "C" key at the same time.

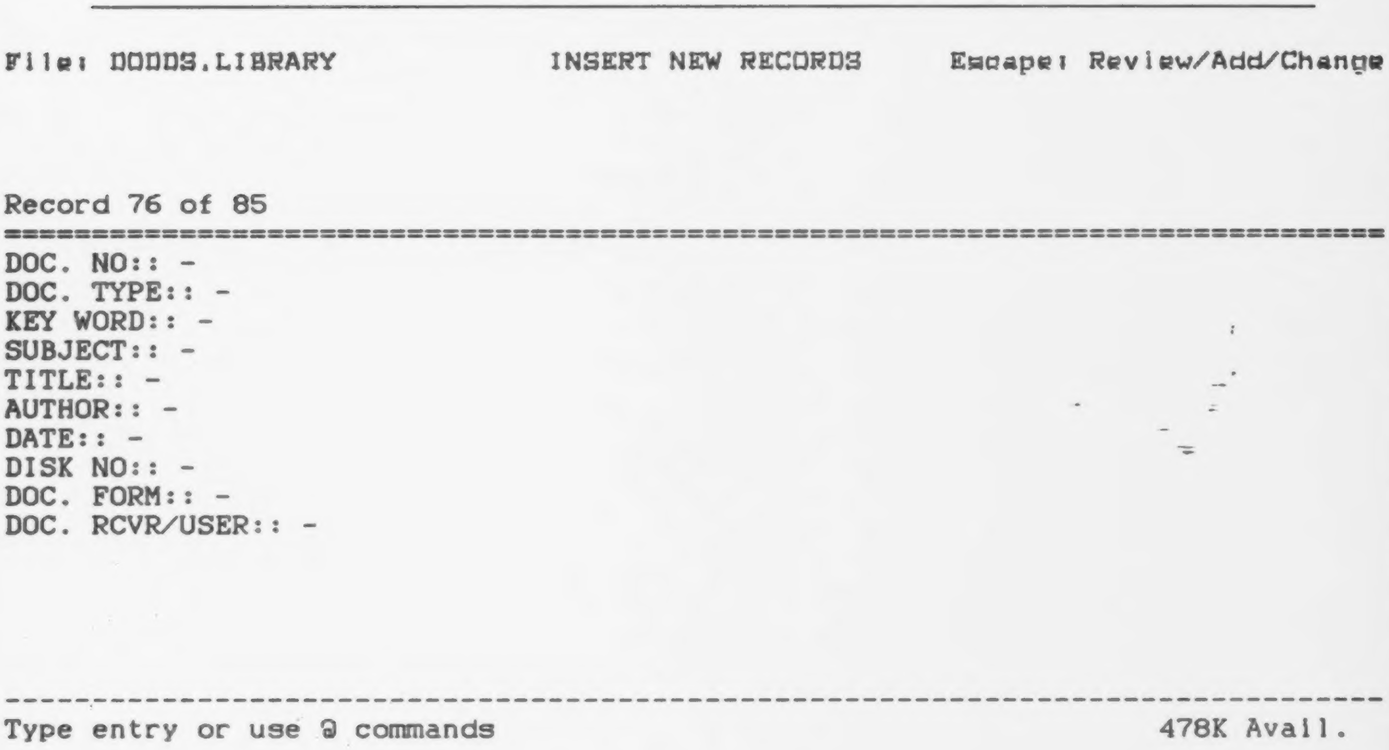
vii. Type the numeral "9" (see Figure 45).



```
File: DODDS.LIBRARY              COPY RECORDS              Escape: Erase entry


Record 76 of 76
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -



--------------------------------------------------------------------------------
How many copies of current record? (Max 99)  9                      478K Avail.
```

Figure 45. The Monitor Screen Showing The Numeral "9."

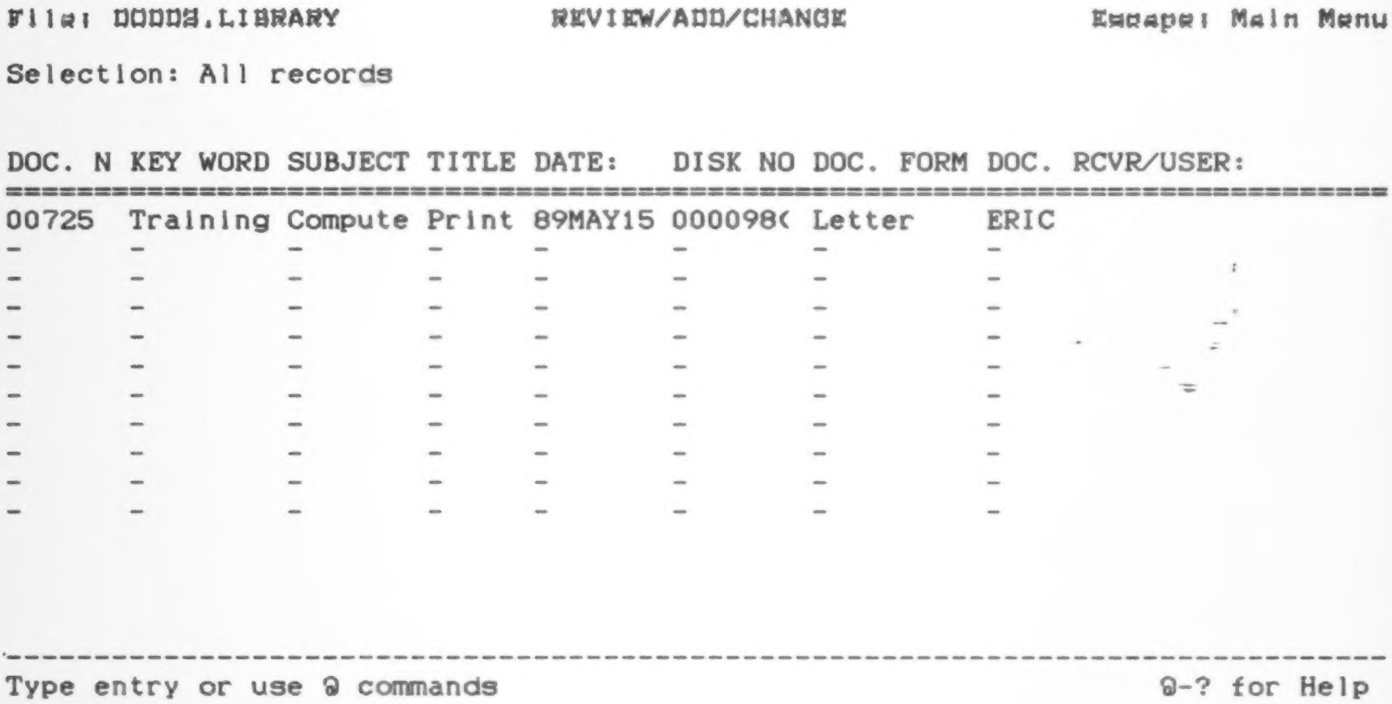
viii. Press the RETURN key and examine the screen. Note that the number of records has increased to include the 10 you have just added (Figure 46).



```
File: DODDS.LIBRARY          INSERT NEW RECORDS     Escape: Review/Add/Change


Record 76 of 85
================================================================================
DOC. NO:: -
DOC. TYPE:: -
KEY WORD:: -
SUBJECT:: -
TITLE:: -
AUTHOR:: -
DATE:: -
DISK NO:: -
DOC. FORM:: -
DOC. RCVR/USER:: -



--------------------------------------------------------------------------------
Type entry or use @ commands                                        478K Avail.
```

Figure 46. The Monitor Screen Showing The Increase IN Records.

ix. Press the OPEN-APPLE and the "Z" keys at the same time to change the format (see Figure 47).

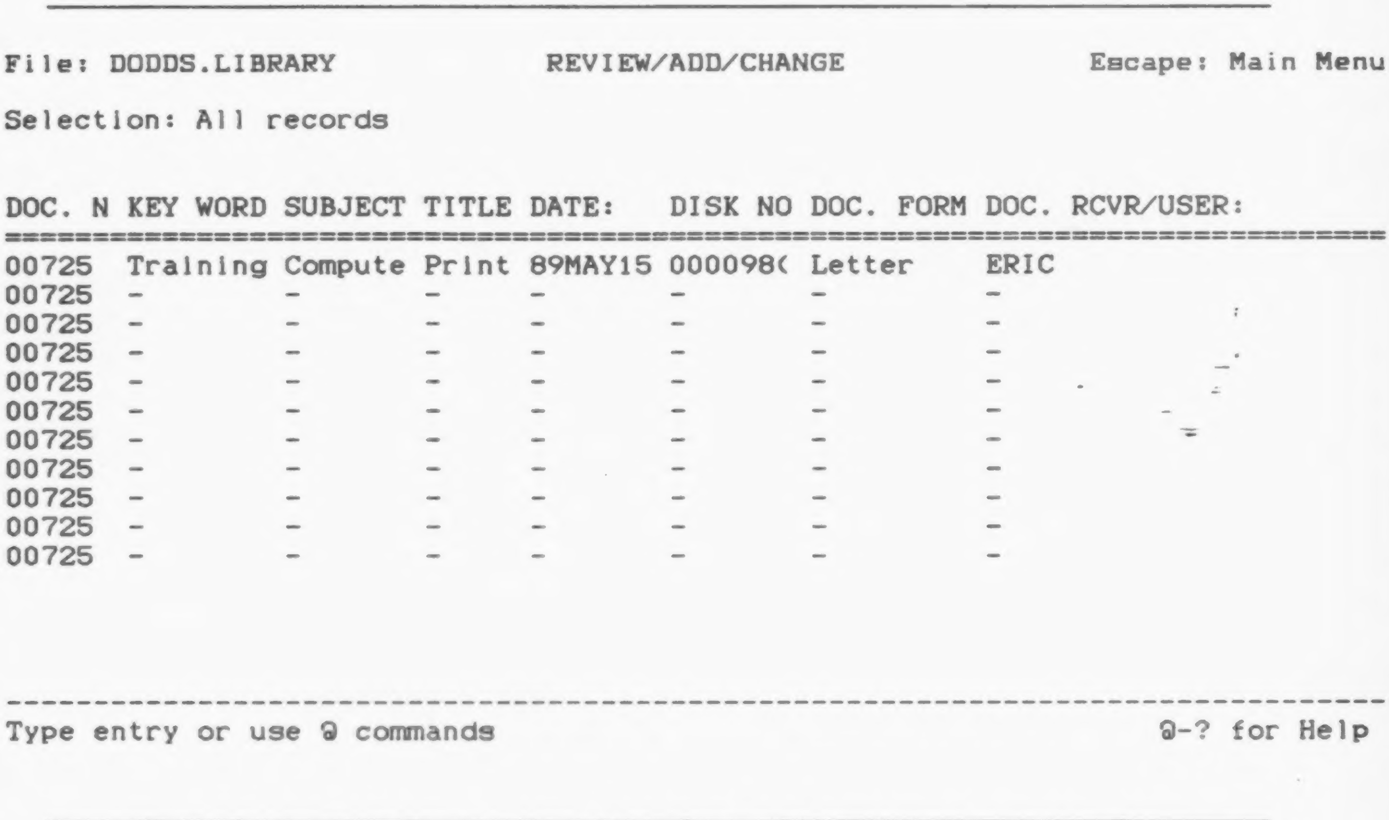


```
File: DODDS.LIBRARY          REVIEW/ADD/CHANGE               Escape: Main Menu
Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
==============================================================================
00725  Training Compute Print 89MAY15 000098( Letter     ERIC
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -
-      -        -       -     -       -       -          -

------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 47. The Monitor Screen Showing The 10 Newly Added Blank Records.

(c) Move the cursor, to the DOC. NO. category and place it on the record directly under the category having the information to be copied, by using the UP- or DOWN-ARROW keys and if necessary pressing and holding down the OPEN-APPLE key while the TAB key is pressed several times, causing the cursor to jump back categories.

(d) Press and hold down the OPEN-APPLE key and while it is held down, press the " key 10 times. Your file will appear similar to the example shown in Figure 48.

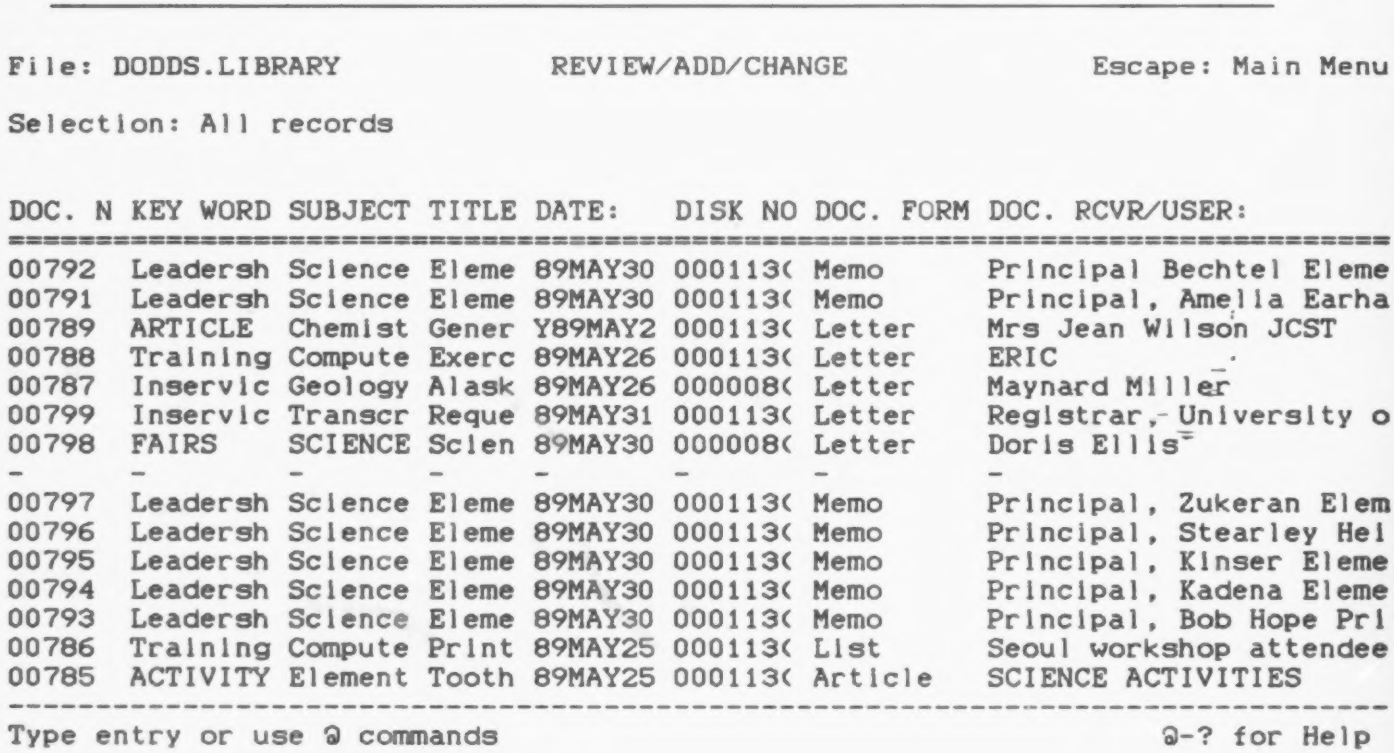


```
File: DODDS.LIBRARY            REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
=================================================================================
00725  Training Compute Print 89MAY15 000098( Letter    ERIC
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -

---------------------------------------------------------------------------------
Type entry or use @ commands                                         @-? for Help
```

Figure 48. The Monitor Screen Showing The Results Of Duplicating The Category Information.

(12) Moving to the beginning of the file.

(a) Press the OPEN-APPLE and the "1" at the same time (see Figure 49).

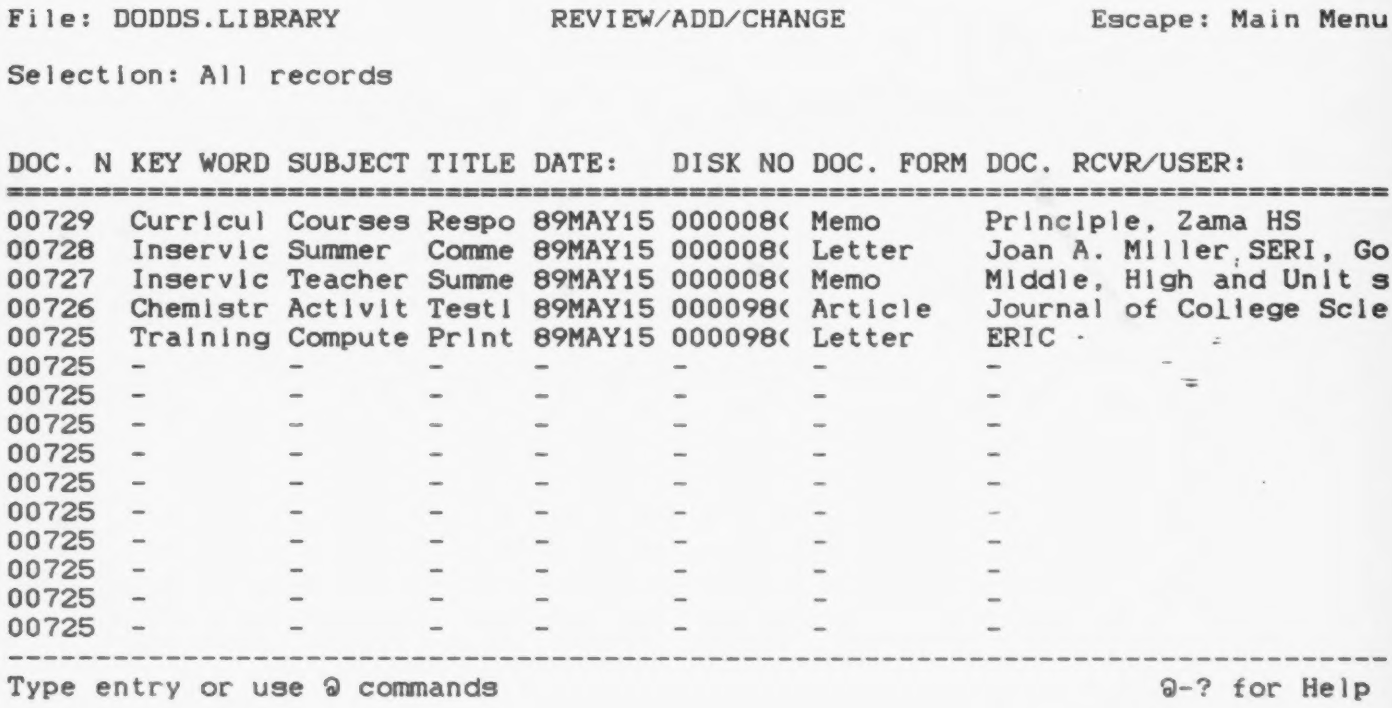


```
File: DODDS.LIBRARY            REVIEW/ADD/CHANGE            Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
00792  Leadersh Science Eleme 89MAY30 000113( Memo      Principal Bechtel Eleme
00791  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Amelia Earha
00789  ARTICLE  Chemist Gener Y89MAY2 000113( Letter    Mrs Jean Wilson JCST
00788  Training Compute Exerc 89MAY26 000113( Letter    ERIC
00787  Inservic Geology Alask 89MAY26 000008( Letter    Maynard Miller
00799  Inservic Transcr Reque 89MAY31 000113( Letter    Registrar, University o
00798  FAIRS    SCIENCE Scien 89MAY30 000008( Letter    Doris Ellis
-      -        -       -     -       -       -         -
00797  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Zukeran Elem
00796  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Stearley Hei
00795  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kinser Eleme
00794  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Kadena Eleme
00793  Leadersh Science Eleme 89MAY30 000113( Memo      Principal, Bob Hope Pri
00786  Training Compute Print 89MAY25 000113( List      Seoul workshop attendee
00785  ACTIVITY Element Tooth 89MAY25 000113( Article   SCIENCE ACTIVITIES
-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 49. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-1 Option.

(13) Moving to the end of a file.

(a) Press the OPEN-APPLE and the "9" at the same time. The results of this action are shown in Figure 50.



```
File: DODDS.LIBRARY             REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

DOC. N KEY WORD SUBJECT TITLE DATE:   DISK NO DOC. FORM DOC. RCVR/USER:
===============================================================================
00729  Curricul Courses Respo 89MAY15 000008( Memo      Principle, Zama HS
00728  Inservic Summer  Comme 89MAY15 000008( Letter    Joan A. Miller,SERI, Go
00727  Inservic Teacher Summe 89MAY15 000008( Memo      Middle, High and Unit s
00726  Chemistr Activit Testi 89MAY15 000098( Article   Journal of College Scie
00725  Training Compute Print 89MAY15 000098( Letter    ERIC
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
00725  -        -       -     -       -       -         -
-------------------------------------------------------------------------------
Type entry or use @ commands                                      @-? for Help
```

Figure 50. The Monitor Screen Showing The Results Of Exercising The OPEN-APPLE-9 Option.

04. Additional Help. Additional help with data base files may be obtained from the AppleWorks Instruction book.

FIRST GRADE SCIENCE AND APPLES

Sarah J. Yoshida
Seoul American Elementary School

INTRODUCTION

John Dewey, early in the 20th century, stated that people learn by doing. Later, Piaget suggested concrete learning experiences to be of great value in facilitating conceptualization. Gagne points out that we learn more about a topic, process or combination there of if we deal with the phenomenon periodically, each successive time with an increasing degree of sophistication. I have applied these ideas to first grade science as I help children gain experience using not only the scientific method but also the computer.

Students Gathering and Entering Data

Part of the scientific method involves data gathering, organization and/or manipulation. This activity involves data gathering, organization, examination and crosses disciplines. The organization portion of the activity requires use of the Apple II GS (Apple IIe could be used) computer. The premise is that the computer is a tool used to gain greater understanding of the subject being studied more rapidly than is otherwise possible. Further, I promote this idea. The data base portion of the AppleWorks program is used for data file development, data storage and subsequent data manipulation.

Children work in pairs as they gather the following data about themselves: height, weight, eye color, hair color, and age.

Materials

1. Apple IIe or GS computer system(s).
2. 1 floppy computer disk for data base file storage.
3. pencil and paper for each student.
4. 1 meter stick for each pair of students
5. bathroom scale(s) for the class. (Kilogram scales if available. If measured in pounds divide by 2.2 to obtain kilograms.)
6. Several large pieces of butcher or other paper.
7. Masking tape.
8. 1 ruler for each group of students.
9. AppleWorks computer program (versions 1.2, 1.3 or 2.0 are acceptable.

Science Skills

1. Measuring
2. Observing
3. Data Gathering
4. Data Analysis
5. Data Manipulation

Math Skills

1. Measuring
2. Reading a scale
3. Reading a meter stick

Computer Skills

1. Data base file construction
2. Data input
3. Keyboard Use

Vocabulary Development

1. Parallel
2. Centimeter
3. Computer
4. Pounds
5. Inches
6. Data Base
7. Category

Procedures

1. Wall Paper. Tape several pieces of large paper slightly higher than the heights of the students, at different locations on the classroom wall.
2. Grouping Students. Divide the class into groups of 2 children each.

DAY 1

3. Supplying Materials. Give each student a piece of paper and a pencil.
4. Supplying Materials. Give each group of students a meter stick and a ruler.
5. Writing Name. Have each student write his or her name on the paper.
6. Teacher Demonstration. Demonstrate how children should measure each other's heights by having a student stand straight with the back of his or her head against a piece of paper taped to the wall. The second child places a ruler on the first student's head and parallel to the floor and makes a mark on the paper (see Fig. 1). The height is then measured with the meter stick. Measurements are made in centimeters.
7. Measuring Height. Have each student measure his partner's height and record it.

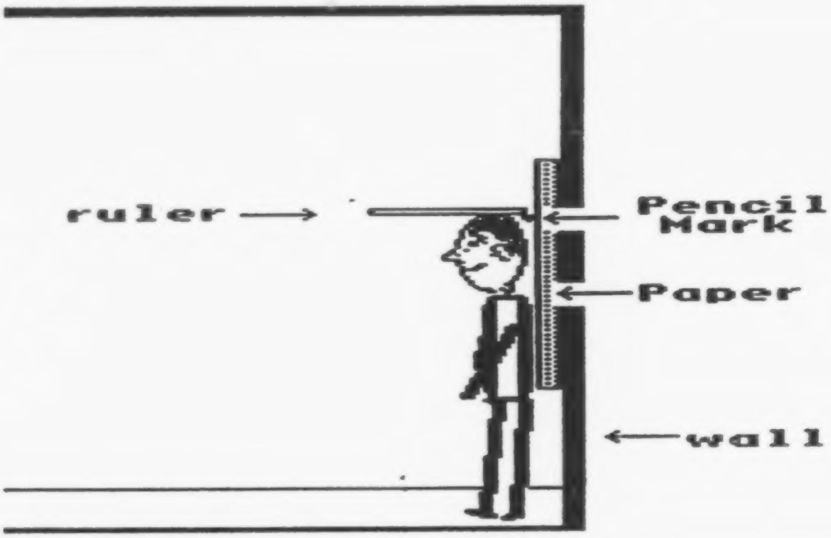


Figure 1. Measuring Height.

DAY 2

8. Teacher Demonstration. Demonstrate how to read the weight scale.
9. Weighing Students. Have each student determine his or her partner's weight and record the weight.

DAY 3

10. Building A Data Base. Build or have students build a data base file which includes the following categories: name, height, weight, eye color, hair color and age (See Fig. 2).

11. **Teacher Demonstration.** Demonstrate to students what is required to enter their own information in the data base file (be sure to save the file on the floppy disk prior to having children enter their data).

```
File: class                  REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records


FIRST NAME       AGE   HT (cm)  WT (kg)   EYES      HAIR      BOY/GIRL
===============================================================================
-                 -     -        -         -         -         -
-                 -     -        -         -         -         -
-                 -     -        -         -         -         -











-------------------------------------------------------------------------------
Type entry or use @ commands                                       @-? for Help
```

Figure 2. Data Base File Prior to Entering Data.

12. **Data Entry.** Have each student enter his or her own data in the computer.
13. **File Storage.** Insure that the file is stored following this portion of the activity.

DAY 4

14. Creating a Report. Place the cursor at the beginning of the category you wish to arrange. Arrange the file using the Open-Apple and the A key at the same time.
15. File Printing. Print each different arrangement of the file.
16. Printouts. Make copies of the computer printouts.
17. Student Materials. Give students copies of the printouts one at a time. Have them identify other students who have the same age, height, weight, eye color, hair color and sex.
18. A different printout is used to show ordered arrangement of each category.

```
File:   class                                                                 Page 1
Report: class report
FIRST NAME   AGE   HT (cm) WT (kg)   EYES     HAIR     BOY/GIRL
------------ ----- ------- --------- -------- -------- -----------
AIMEE        6     123     18.15     BLACK    BLACK    GIRL
ALEX         6     126     29.48     BROWN    BLACK    BOY
BETH         6     119     18.60     HAZEL    BROWN    GIRL
CARLA        6     115     19.05     BLACK    BLACK    GIRL
CHERIE       6     122     22.23     BROWN    BROWN    GIRL
CRYSTAL      6     117     20.41     BLACK    BLACK    GIRL
DANIEL C.    5     121     19.50     BROWN    BLACK    BOY
DANIEL       6     123     20.87     BLACK    BLACK    BOY
DIANA        5     117     24.49     BLACK    BLACK    GIRL
DIXIE        6     126     23.13     HAZEL    BLONDE   GIRL
GERALD       6     131     26.76     BROWN    BROWN    BOY
JAMARION     7     128     22.68     BROWN    BLACK    BOY
JEANY        7     126     25.40     BLACK    BLACK    GIRL
JOHN         6     118     21.32     GREEN    BLOND    BOY
JOHN P.      7     118     20.41     BROWN    BROWN    BOY
KARISA       6     120     22.68     BROWN    BLACK    GIRL
KIMBERLY     6     125     28.58     BROWN    BROWN    GIRL
LISA         6     120     20.41     HAZEL    BROWN    GIRL
MATTHEW      6     133     26.31     BROWN    BLACK    BOY
MAY          5     117     21.32     BLACK    BLACK    GIRL
MICHELE      6     124     29.48     BROWN    BROWN    GIRL
MICHELLE     6     118     20.87     BLACK    BLACK    GIRL
MONICA       6     116     18.15     BROWN    BROWN    GIRL
PASHA        6     113     18.15     BLACK    BLACK    BOY
PATRICK      6     117     25.40     HAZEL    BLOND    BOY
THOMAS       7     128     24.04     HAZEL    BLONDE   BOY
```

Figure 3. Data Base File After Data Has Been Entered.

DAY 5

19. Question and Answer Session. Ask students to describe what the computer did that allowed them to find out who had the same eye color and so on as they.

STUDYING THE CHEMISTRY OF FIRE, AIR COMPOSITION AND ATMOSPHERIC PRESSURE USING A COMPUTER DATA BASE

Richard M. Schlenker

INTRODUCTION

Air is composed of a cloud of atoms and molecules called a gas. It is not a single gas actually but a collection of gases. One of those molecules, occupying approximately 21% of the total air volume, is a colorless, oderless gas called oxygen (its molecular formula as it exists in air is O_2). When a material burns (or oxidizes), after reaching kindling temperature, oxygen combines chemically with the burning substance. Burning continues as long as the material is above the kindling temperature and oxygen is present. As a material burns the new molecules that result from the oxidation process often produce other colorless gases called carbon monoxide(CO) and carbon dioxide (CO_2). Those molecules occupy much less space than do the oxygen molecules. This is the principle around which the activity described below is designed.

The atmosphere above us applies pressure to all things on earth's surface. Pressure is measured using several scales. Some of those are pounds per square inch (psi), millimeters of mercury (mmhg) and millibars (mb). The pressure can be used by us to extrapolate regarding that portion of the air which is oxygen. In this activity, students participate in a "hands-on" experience gathering data and computerizing it as they try to determine the composition of air which is oxygen. Students work in research teams then pool their data, develop computer AppleWorks data base files as they try to develop a model of the earth's air mass based upon data arrangements provided by the computer. Conclusions regarding the oxygen portion of the air mass composition are sought following students examination of data base file printouts. Teachers electing to use the computer portion of the activity should know how to create, store, print and arrange AppleWorks data base files. The activity, however, may be conducted without using the computer portion by arranging the data in several data tables.

PRESENTATION

When something burns in a closed system, oxidation continues only until all of the oxygen supply is depleted. One such system is shown is Figure 1. The system functions as follows: the candle is lighted and the glass jar placed over the burning candle (see Figure 2). As oxygen combines chemically the volume of air in the jar decreases and the water (H_2O) level in the jar rises in direct relation to the atmospheric pressure. The level continues to rise in the jar until all of the oxygen has been used. The final volume change should be equivalent to the volume occupied by the oxygen in the jar when the candle was first covered. Since the air composition inside the jar in the beginning was the same as that of the surrounding air the percent change in air volume between the beginning and the end of the oxidation is the percent of oxygen in the surrounding air (the candle volume must be taken into account in the derived percentage is to be as accurate as possible).

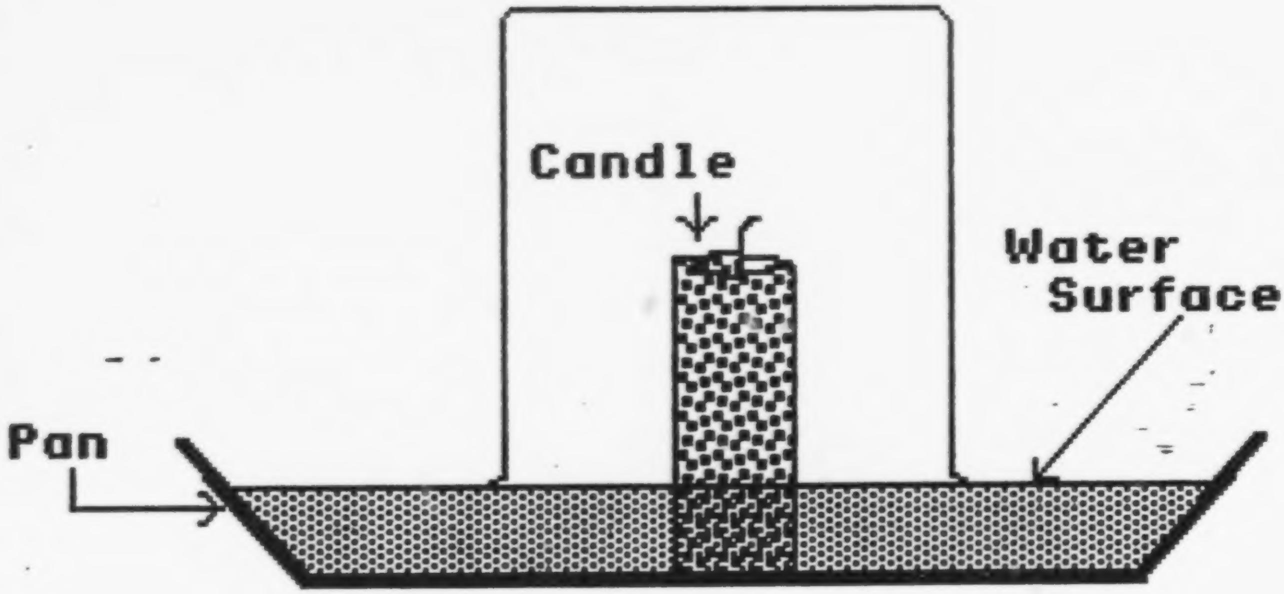


Figure 1. Example of the Closed System.

Grade Level. Grade 3 through College

Science Skills
1. Observing.
2. Measuring.
3. Hypothesizing.
4. Drawing Conclusions.
5. Volume determination.

Computer Skills
1. Program Loading.
2. Disk formatting.
3. Data Base File Construction.
4. File Storage.
5. File Printing.
6. File Arrangement.

Math Skills
1. Computing volume $(V= \quad r_2h)$.
2. Measuring.
3. Subtraction.
4. Multiplication.

Vocabulary
1. Variable.
2. Volume.
3. Burns.
4. Oxidizes.
5. Carbon Monoxide.
6. Carbon Dioxide.
7. Oxygen.
8. Molecular Formula.
9. Gas.
10. Centimeter (cm),

Partial List of Variables
1. Atmospheric Pressure.
2. Jar size.

however, are usually gross, allowing for the possible introduction of experimental error).

14. Approximately 2 liters (L) of water for each class of 24 students.
15. Water containers.
16. 1 centimeter ruler for every 4 research teams.
17. 1 small container of food coloring for each class (any color).

Procedures

1. Grouping Students. Divide the class in research pairs.
2. Materials Handout. Handout all of the materials to students except the water.
3. Equipment Setup. Describe the equipment setup to students and draw a picture of the setup on the chalkboard (see Figure 1).
4. Candle Setup. Have each group setup their candle in their dish or pan. This can be accomplished by allowing a few drops of wet wax to fall on the spot where the candle is to stand and then place wet wax.

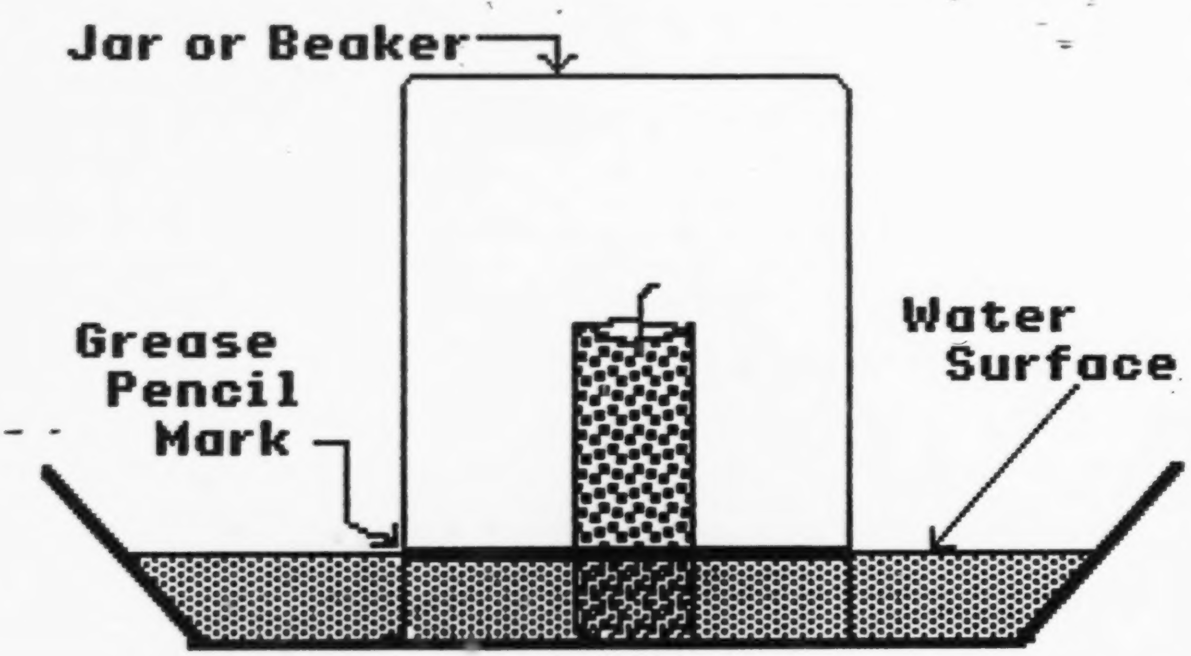


Figure 3. Marking the Jar.

5. Water. Pour approximately 3 cm of water in each dish or pan.
6. Food Coloring. Add 1 or 2 drops of food coloring to the water in each pan.
7. Marking the Jar. Cover the candle with the jar and, using the grease pencil mark the jar, at the top of the water (see Figure 3).
8. Jar Volume Computation Methods.
    a. Compute the volume of the air in the jar above the water surface (V = pi x r_{2h}).

Method 1. Use the formula for the volume in the jar between the grease pencil mark and the jar bottom.

b. Method 2. Fill the jar with water to the grease pencil line, then pour the water into the measuring cup or graduated cylinder, recording the volume.

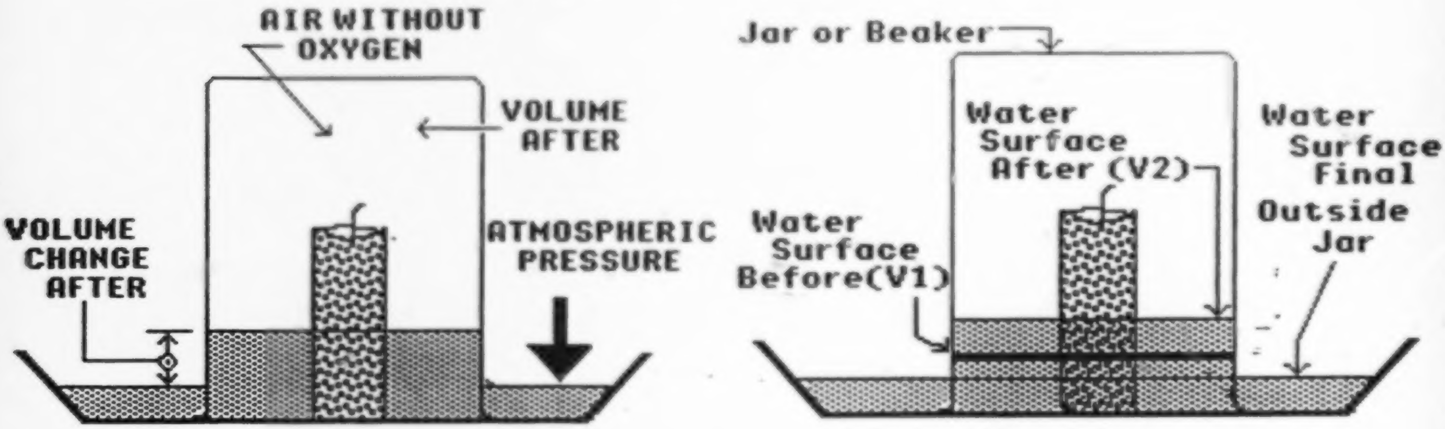


Figure 4. Marked Jar after the Candle Goes Out.

9. Candle Volume Computation. Although the candle may be small (activity works with a birthday cake candle) students should be helped to see that we must take all factors into account if we are to be exact.
   a. Method 1. Make a grease pencil mark on the candle at the water top, then compute the candle volume above the mark using the volume formula provided above.
   b. Method 2. Place a known volume of water in the graduated cylinder (50 milliliters (mL), then place the candle in the cylinder and gently push it below the surface using the pencil. Now read the new volume. Subtract the first volume from the second volume. The volume change is the candle volume.
10. Final Air Volume Computation Before Oxygen is Used. Subtract the candle volume from the air volume of the jar. The resulting figure is the volume of air actually remaining in the jar when the burning candle is covered.
11. Lighting the Candle. Remove the jar, light the candle and replace the jar over the burning candle.
12. Jar Marking. After the candle goes out, mark the jar at the top of the water (see Figure 4).
13. Volume Computation Following the Use of Oxygen. Compute the volume of air remaining in the jar following extinction of the candle as follows:
   a. Compute the volume of the space remaining above the second grease pencil mark using either method described in #2 .
   b. Place the candle next to the jar, lining up the grease pencil

mark on the jar (first mark) and that on the candle.

c. Make a second mark on the candle.

d. Subtract the candle volume from the jar volume to determine the actual volume of gases remaining above the water surface.

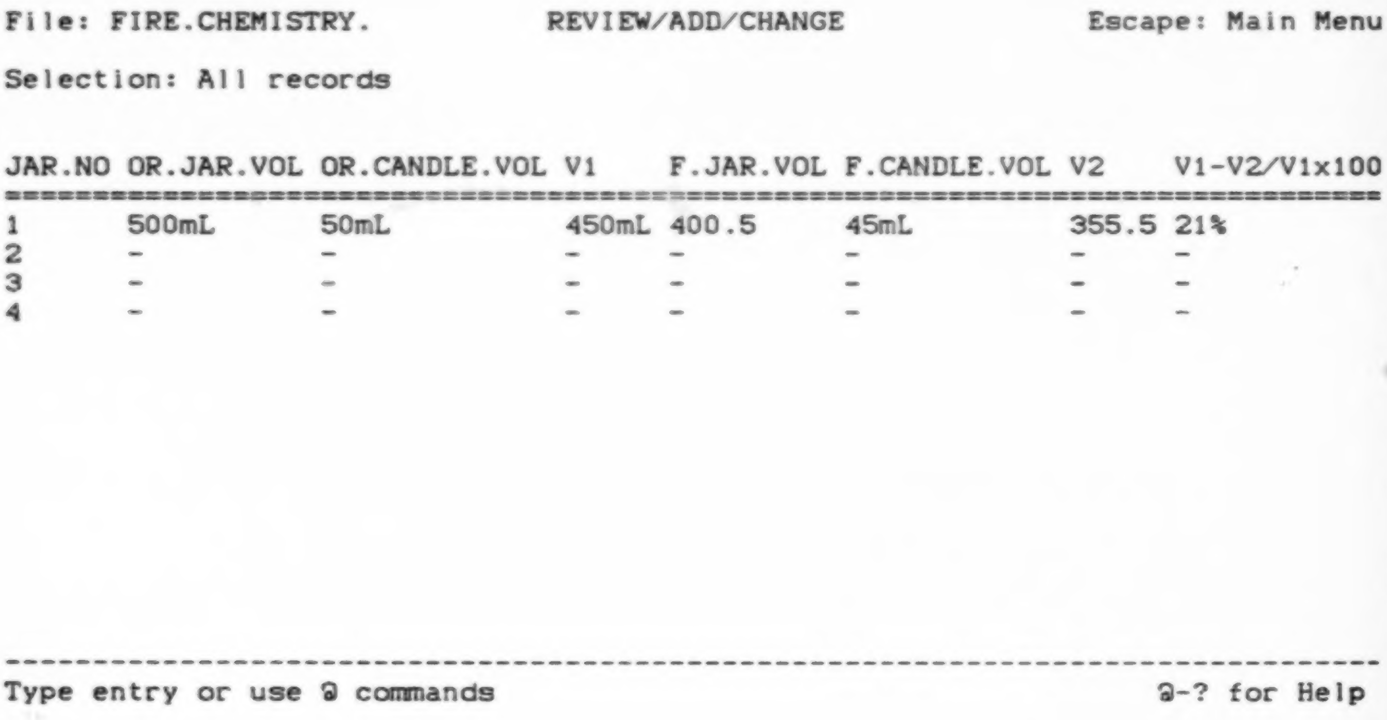
14. Change in Volume Computation. Subtract the second gas volume computation (#12) from the first computation. The answer is the change in gas volume, caused by using oxygen in the oxidation process. This volume is the volume of the oxygen in the air prior to oxidation.

15. Data Sharing. Allow a period during which every student gathers all data thus far collected by all research teams.

16. Compute Percent. Compute the percentage volume change:

$$\frac{V1-V2}{V1} \times 100$$

17. Disk Formatting. Format the bland data disks. The task is accomplished by choosing option #5 from the AppleWorks, "Main Menu" followed by option #5 from the, "Other Options" menu and then following the directions presented on the screen.



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File: FIRE.CHEMISTRY.          REVIEW/ADD/CHANGE              Escape: Main Menu

Selection: All records

JAR.NO OR.JAR.VOL OR.CANDLE.VOL V1     F.JAR.VOL F.CANDLE.VOL V2     V1-V2/V1x100
=================================================================================
1      500mL      50mL          450mL 400.5     45mL         355.5 21%
2      -          -             -     -         -            -     -
3      -          -             -     -         -            -     -
4      -          -             -     -         -            -     -









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Type entry or use @ commands                                         @-? for Help
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Figure 5. Example Data Base File.

18. Data Base File Construction. Have each student construct an AppleWorks data base file (see Figure 5).

3. Altitude at which the activity is conducted.
4. Candle volume.

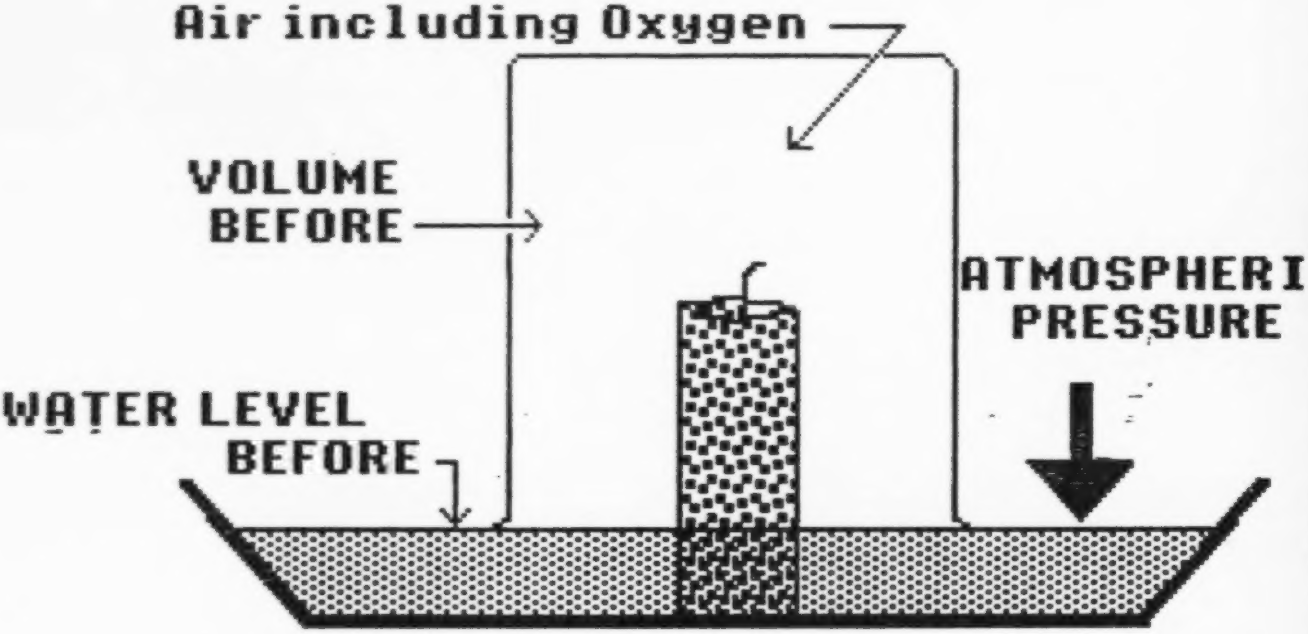

Figure 2. Example of the Closed System Prior to Lighting the Candle.

Materials

1. 1 jar for each pair of students. Jars should be straight sided and of differing sizes (have students bring old jars from home - large peanut butter and mayonnaise jars work well).
2. 1 small candle (the candle must be short enough so that it can be covered by the jar and space will still be left above the candle in the jar for the flame) for each research team (pair of students). Candle size is related to jar size.
3. 1 book of matches for every 4 research teams.
4. A quantity of water for each research team.
5. 1 dish or pan for each research team. The dish or pan should have sides approximately 5cm high.
6. 1 grease pencil for each research team.
7. 1 centimeter ruler for each research team.
8. 1 pencil for each student.
9. Several pieces of paper for each team.
10. At least Apple IIe or GS computer with printer for each class.
11. 1 blank data disk for each computer.
12. 1 AppleWorks program for each computer (Versions 1.2, 1.3, 2.0 and 2.1 may be used. V2.0 and 2.1 generally are used only with the Apple IIGS Computer).
13. A 100 ml graduated cylinder for each research team (other size cylinders will work - if cylinders are not available in lower grades, a measuring cup could be used - graduations on such cups,

Each team is a sample and each sample has 1 record in the file. The file name could be the students last name.

19. File Storage. Save the file on the data disk. This can be accomplished by pressing the OPEN-APPLE and the "S" keys at the same time.
20. File Printing. Print the file. This can be accomplished by pressing the OPEN-APPLE and the "P" keys at the same time and following the directions provided on the screen
21. Data Entry. Enter all data in the file.
22. File Storage. Save the file on the data disk.
23. File Manipulation. Manipulate the data base file on each category by pressing the OPEN-APPLE and the "A" keys at the same time and following the directions provided on the screen.
24. File Printing. Print the file each time it is rearranged.
25. Printout Examination. Allow a period where students examine the printouts, looking for data trends.

26. Class Discussion. Conduct a class discussion where students are led to the conclusion 1that the volume of oxygen in the air sample is/was 21%.

Curriculum Extension.

1. Do the same activity using a spreadsheet. If the spreadsheet cell formulas are set up correctly, decimal figures will automatically appear when category entries are made.
2. Have students write a report about the activity using the word processing portion of the AppleWorks program.
3. Heve students write a letter to a friend describing the activity they have conducted.

SUMMARY

Students conducting this activity investigate the percent composition of earth's atmosphere made up of oxygen. While accomplishing this task, they are also studying the effect of earth's atmosphere on the environment. Although the effect of the air mass cannot generally be felt directly by Human Beings, its effect is seen when the water level rises in the jar in response to oxygen depletion.

When investigations like this one are conducted, student researchers make use of the scientific method, research teaming and pooled data. Pooled data are especially important because they help rule out the possibility that the effects we see are caused by some random intervening and otherwise unknown variable.

As students examine their computer printouts they do not necessarily see immediately see that a 21% oxygen composition. Some e teams may have higher figures while others may have lower figures. These differences are, in part,s caused by experimental error. Investigators must extrapolate from the data to derive a figure close to 21%. A figure a bit smaller or larger should not be viewed as a failure of the activity. Rather, teachers should view it as point of departure for further discussion and or student research.

CHEMISTRY FOR KIDS
GENERATING CARBON DIOXIDE IN ELEMENTARY SCHOOL CHEMISTRY AND USING A COMPUTER TO WRITE ABOUT IT

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May 1989

INTRODUCTION

Carbon dioxide (CO_2) exists in our environment mostly as the product of chemical reactions like the combustion of hydrocarbon fuels. While we don't often think about it, CO_2 is used extensively in our everyday lives. We've all seen dry ice. Well, dry ice is simply frozen CO_2 or CO_2 in the solid state. While carbon dioxide is a gas at room temperature, if we cool it enough, it becomes solid. It also is used in soft drinks, such as 7-Up. When a bottle cap is removed from 7-Up, we see the CO_2 bubble to the surface. The effects of carbon dioxide are seen when baking soda is added to a cake batter and the cake rises as it bakes (it is in packaged cake mixes). CO_2 is also used in some fire extinguishers. When an acid, such as, vinegar is mixed with baking soda, CO_2 is produced.

Carbon dioxide is also extremely important to our existance. Plants use CO_2 in photosynthesis as they manufacture sugar. This process helps to maintain the environmental CO_2 and so limit the "greenhouse" effect.

PRESENTATION

Students who participate in this activity generate carbon dioxide using vinegar and baking soda. They find that the CO_2, generated as a result of mixing the chemicals together, requires more room than is available in the container where the reaction takes place and so the container bubbles over. As a method of showing students that the gas builds up a pressure when it cannot expand, we have them cap the test tube (pill bottle and pill bottle cap) where the reaction takes place. The gas pressure created by the reaction then blows the top off the test tube. Teachers who use the computerized report writing suggestion listed below in the "Curriculum Extension" section should know how to set up, print, and save AppleWorks word processing files.

Grade Level. Grades 3 - 8 (this activity is suitable for use in college level elementary science education methods courses).

Time Requirements. About 20 minutes for the main activity.

Science Skills.

1. Observing.
2. Predicting.
3. Mixing Chemicals.
4. Measuring.
5. Hypothesize.
6. Estimating.

Vocabulary

1. Carbon dioxide.
2. Dry ice.
3. Reaction.
4. Chemical.
5. Gas.
6. Solid.
7. Format.
8. Store.
9. Word processor.

Mathematics Skills

1. Metric Measuring.
2. Estimating.

Computer Skills

1. Disk formatting.
2. Word processor file construction.
3. File printing.
4. File storage.

__Materials__. You may wish to have students bring pill bottles from home, in which case, time must be included for planning.

1. 1 large pill bottle with snap on cap (test tube). If a bottle with a snap-on cap cannot be located, any straight sided small diameter bottle with a snapon cap will work. Caution, bottles with screw-on caps should not be used.
2. 1 teaspoon.
3. 1/2 of the pill bottle (test tube) full of vinegar.
4. 1/4 of 1 teaspoon of baking soda.
5. 1 piece of 8 1/2" x 11" paper for each student.
6. 1 cardboard tray or a flat piece of cardboard (30cm x 40cm).
7. 1 eye dropper and bottle.
8. 1 metric ruler for student.
9. 1 pencil for each student.

INSERT FIGURE 1 ABOUT HERE

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10. Materials for the computer curriculum extension activity.
    a. 1 Apple IIe or GS computer with printer for each class.
    b. 1 copy of the AppleWorks program (versions 1.2, 1.3, 2.0 and 2.1 will work - V2.0 and 2.1 are generally used only with the GS computer).
    c. 1 blank data disk for each computer. Disk size depends upon disk drive size.

__Procedures__.

1. __Materials Handout__. Give each student the materials listed

above.

2. Paper Measuring and Cutting. Have each student measure and cut a square piece of paper (12 cm on a side).
3. Paper Folding. Fold the paper in half with a light crease (See Figure 1).
4. Measure Baking Soda. Place approximately 1/4 of a teaspoon of baking soda on the folded piece of paper.
5. Test Tube Filling. Fill the pill bottle (test tube approximately 1/2 full of vinegar using the eye dropper.
6. Tray and Materials. Place all materials to be used in this experiment on the cardboard tray.
7. Discovery Period. Allow a brief period during which students are encouraged to see what they can discover using the materials that have been provided.
8. Class Discussion. Conduct a class discussion during which students are told about the chemicals they have and asked to hypothesize regarding what will be the outcome of mixing the chemicals together. Hypotheses should be written on a chalk board or flipchart.
9. Additional Baking Soda and Vinegar. Where necessary, provide students with additional baking soda and vinegar.
10. Pouring Baking Soda. Pour the baking soda into the test tube (See Figure 2).

INSERT FIGURE 2 ABOUT HERE

11. Capping The Test Tube. Cap the test tube (pill bottle cap) and watch. As the chemical reaction proceeds, the gas pressure builds

up inside the container and causes the top to pop (See Figure 3).

12. Class Discussion. Conduct a class discussion during which students are asked to describe their observations. They should be asked why the top blew off the test tube.

Curriculum Extension.

1. Report Writing. Write a report about the activity using AppleWorks word processing as follows:
   a. Program Loading. Load the AppleWorks into the computer.
   b. Formatting. Format the blank data disk. This can be accomplished by selecting option #5, "Other Activities" from the "Main Menu" and then option #5 from the "Other Activities" menu.

INSERT FIGURE 3 ABOUT HERE

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   c. File Construction. Open a new word processing file and write the report. Student´s last names could be used as computer file names (see Figure 4).
   d. File Saving. Save the file by pressing the OPEN-APPLE and the "S" keys at the same time.
   e. File Printing. Print the file by pressing the OPEN-APPLE and the "P" keys at the same time and following the directions on the screen.
2. Volcanos. Have students build a paper mache volcano around their large pill bottle (test tube) and then mix vinegar and baking soda in the test tube to simulate an eruption. If you want them to paint the volcano, you´ll need tempra paints and brushes.

If you want to colo the vinegar, you'll need food coloring.

3. Letter Writing. Write a letter to a friend describing the activity. Use the word processor when writing the letter.
4. Handbook of Chemistry and Physics. Have older students look up the formula for baking soda or sodium hydrogen carbonate (its chemical formula is $NaHCO_3$)

INSERT FIGURE 4 ABOUT HERE

SUMMARY

For most people, chemistry seems mysterious and confusing, yet those who begin to study the subject at an early age find it not so mysterious and very exciting. Why not have your students discover this excitement by conducting this experiment? Your students will have a chance to observe the results of a chemical reaction which they have caused by mixing two of the correct chemicals together. In addition, they will come away from the activity with a better understanding of gases. If your children do not have the pill bottle or some sort of student chemistry set, you can still conduct the experiment using a pop bottle, cork, vinegar and baking soda.

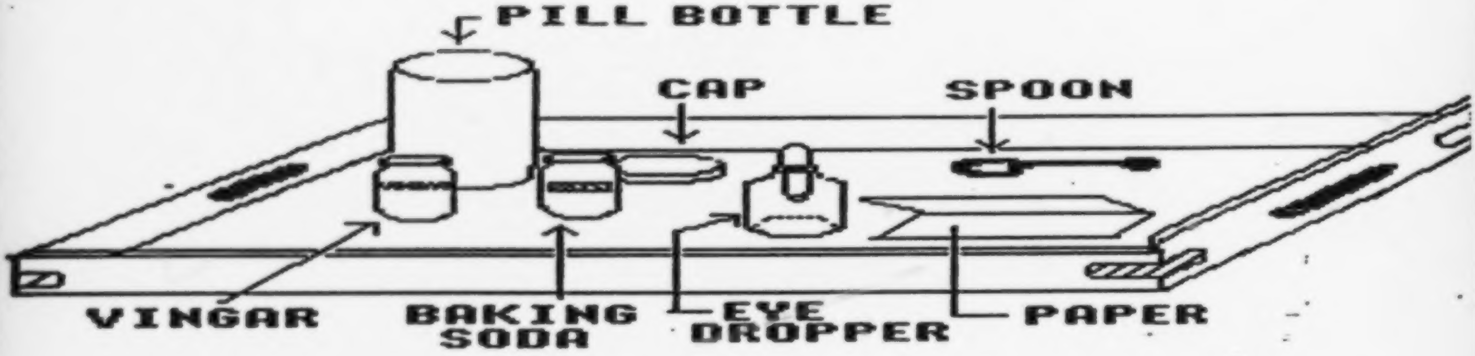

PILL BOTTLE
CAP
SPOON
VINGAR
BAKING SODA
EYE DROPPER
PAPER

Figure 1. Equipment Tray And Supplies Needed For The Experiment.

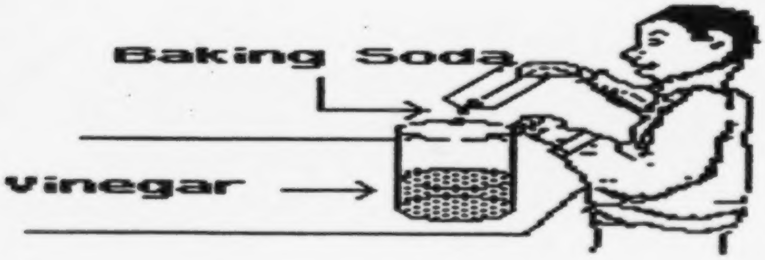

Baking Soda
Vinegar

Figure 2. Placing The Baking Soda In The Test Tube.

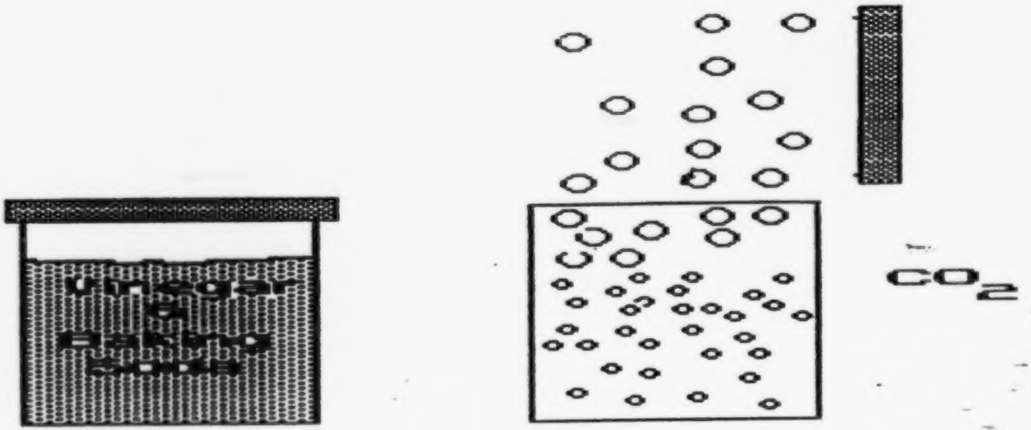
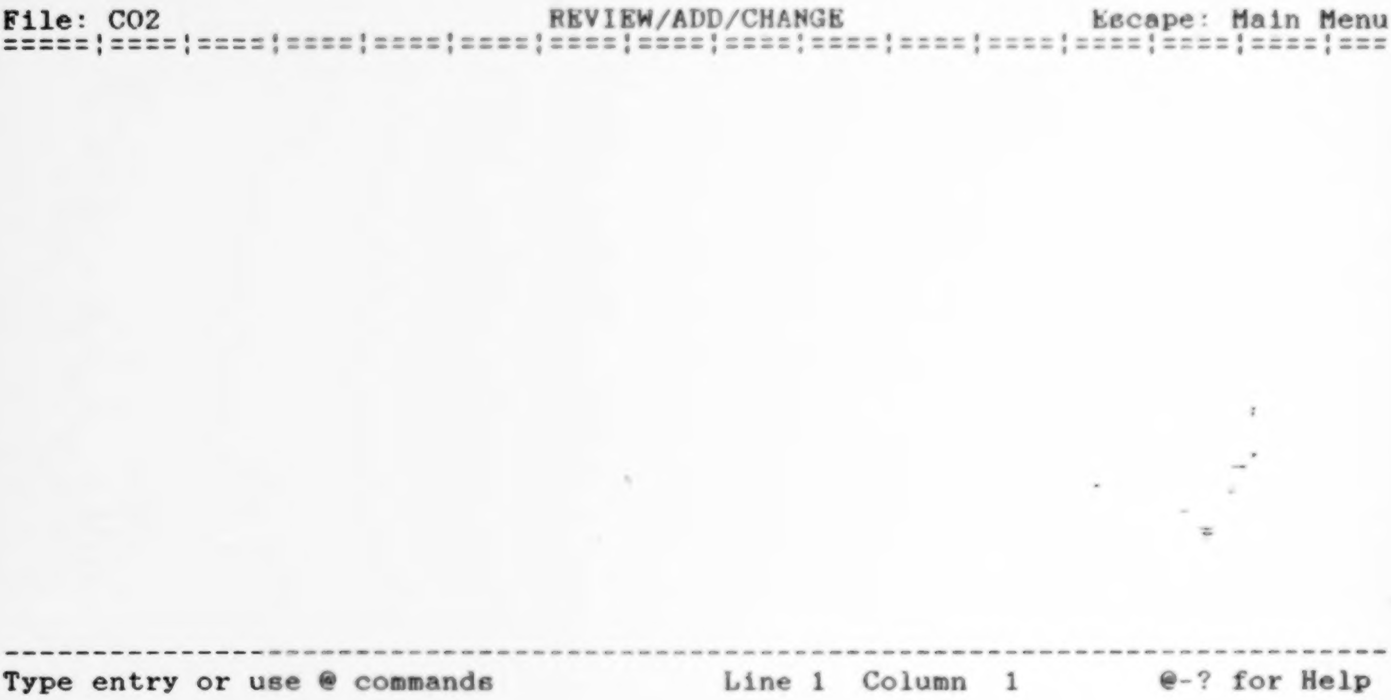

Vinegar
&
Baking
Soda
CO_2

Figure 3. Gas Pressure Blowing The Top Off The Test Tube.



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File: CO2                      REVIEW/ADD/CHANGE               Escape: Main Menu
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Type entry or use @ commands             Line 1  Column  1        @-? for Help
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Figure 4. Example Blank Word Processing File.